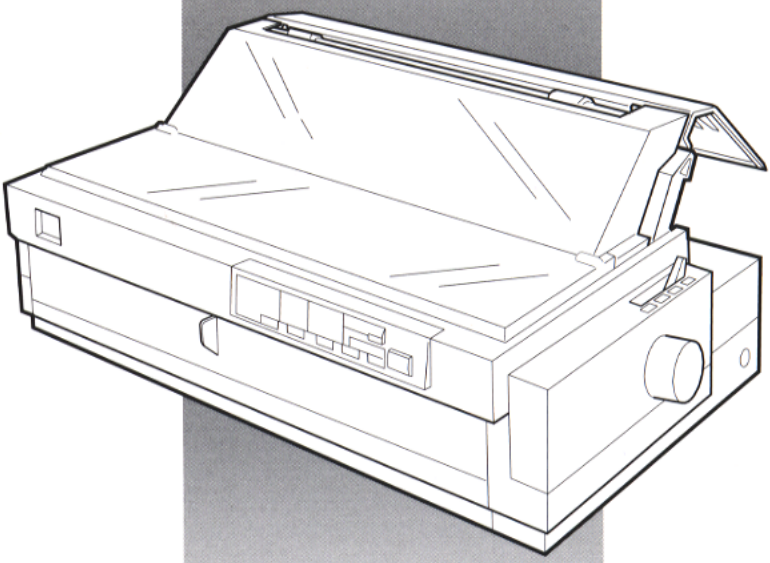
EPSON

24-Pin Dot Matrix Printer

LQ-2180



User's Guide

4009592
C01-00

Control Panel Buttons and Lights

Font button
Selects the font. See Chapter 5.

Font lights
Indicate which font is selected.

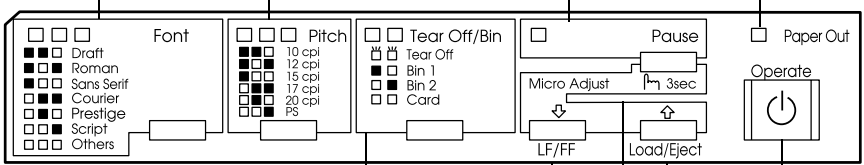
Pitch button
Selects the font size. See Chapter 5.

Pitch lights
Indicate what font size is selected.

Pause button
Stops printing temporarily, and resumes printing when pressed again.

Pause light
- On when the printer is paused.
- Flashes when the printer is in the micro adjust mode.

Paper Out light
- On when no paper is loaded in the selected paper source or paper is not loaded correctly.
- Flashes when paper has not been fully ejected or a paper jam has occurred.



Tear Off/Bin button
- Advances continuous paper to the tear-off position.
- Feeds continuous paper backward from the tear-off position to the top-of-form position.
- Selects a cut-sheet feeder bin when the cut-sheet feeder is installed.
- Enters the card mode to print on postcards and envelopes. See Chapter 3.

Tear Off/Bin lights
- ☐̈ ☐̈ when continuous paper is in the tear-off position.
- ■ ☐ when bin 1 of the optional cut-sheet feeder is selected.
- ☐ ■ when bin 2 of the optional cut-sheet feeder is selected.
- ☐ ☐ when the printer is in the card mode.

☐ = On
☐̈ = Flashing
■ = Off

LF/FF button
- Feeds paper line by line.
- Ejects a single sheet or advances continuous paper to the next top-of-form position when held down.

Micro Adjust
When holding down the Pause button for three seconds, the printer enters the micro adjust mode. Using the micro adjust feature, you can press the ⬇ and ⬆ buttons to adjust the top-of-form or tear-off position. See Chapter 2.

Load/Eject button
- Loads a single sheet of paper.
- Ejects a single sheet of paper if a sheet is loaded.
- Loads continuous paper from the standby position.
- Feeds continuous paper backward to the standby position.

Operate button
Turns the printer on and off. The printer is off when the top of this button is even with the button protectors.

EPSON®

24-Pin Dot Matrix Printer

LQ-2180

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of SEIKO EPSON CORPORATION. The information contained herein is designed only for use with this EPSON printer. EPSON is not responsible for any use of this information as applied to other printers.

Neither SEIKO EPSON CORPORATION nor its affiliates shall be liable to the purchaser of this product or third parties for damages, losses, costs, or expenses incurred by the purchaser or third parties as a result of: accident, misuse, or abuse of this product or unauthorized modifications, repairs, or alterations to this product, or (excluding the U.S.) failure to strictly comply with SEIKO EPSON CORPORATION's operating and maintenance instructions.

SEIKO EPSON CORPORATION shall not be liable for any damages or problems arising from the use of any options or any consumable products other than those designated as Original EPSON Products or EPSON Approved Products by SEIKO EPSON CORPORATION.

EPSON and EPSON ESC/P are registered trademarks and EPSON ESC/P2 is a trademark of SEIKO EPSON CORPORATION.

Microsoft and Windows are registered trademarks of Microsoft Corporation.

IBM is a registered trademark of International Business Machines Corporation.

General Notice: Other product names used herein are for identification purposes only and may be trademarks of their respective owners. EPSON disclaims any and all rights in those marks.

Copyright © 1998 by SEIKO EPSON CORPORATION, Nagano, Japan.

Printed on Recycled Paper.

User's Guide

FCC Compliance Statement
For United States Users

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures.

- ❑ Reorient or relocate the receiving antenna
- ❑ Increase the separation between the equipment and receiver
- ❑ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- ❑ Consult the dealer or an experienced radio / TV technician for help.

WARNING

The connection of a non-shielded equipment interface cable to this equipment will invalidate the FCC Certification of this device and may cause interference levels which exceed the limits established by the FCC for this equipment. It is the responsibility of the user to obtain and use a shielded equipment interface cable with this device. If this equipment has more than one interface connector, do not leave cables connected to unused interfaces.

Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

For Canadian Users

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Declaration of Conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer:	SEIKO EPSON CORPORATION
Address:	3-5, Owa 3-chome, Suwa-shi, Nagano-ken 392-8502 Japan
Representative:	EPSON EUROPE B.V.
Address:	Prof. J. H. Bavincklaan 5 1183 AT Amstelveen The Netherlands

Declares that the Product:

Product Name: Dot Matrix Printer
Model: P910C

Conforms to the following Directive(s) and Norm(s):

Directive 73 / 23 / EEC:
EN 60950

Directive 89 / 336 / EEC:
EN 55022 Class B
EN 61000-3-2
EN 61000-3-3
EN 50082-1
IEC 801-2
IEC 801-3
IEC 801-4

November 1998
H. Horiuchi
President of EPSON EUROPE B.V.

Contents

Getting to Know Your Printer

Easy-to-Use Features 2
Available Paper Paths 3
    Printing on continuous paper 4
    Printing on single sheets 8
Options 10
Ribbon Cartridge 10
Important Safety Instructions 11
Print Head Caution Symbol 12
ENERGY STAR Compliance 13
For United Kingdom Users 13
    Use of options 13
    Safety information 14
How To Use Your Manuals 15
Warnings, Cautions, and Notes 15

Chapter 1 ***Setting Up the Printer***

Unpacking the Printer 1-2
Choosing a Place for the Printer 1-4
    Positioning the continuous paper supply 1-5
Installing or Replacing the Ribbon Cartridge 1-6
Attaching the Paper Guide and Paper Separator 1-11
Plugging In the Printer 1-13
Connecting the Printer to Your Computer 1-14
Installing the Printer Software 1-15
    Installing in Windows 95, 98, and NT 4.0 1-16
    Installing in Windows 3.1 and NT 3.5x 1-17
    For DOS programs 1-18

Setting the Paper Release Lever 2-2
Setting the Paper Thickness Lever 2-3
Loading Multi-Part Forms 2-5
Loading Continuous Paper With Labels 2-5
Removing continuous paper with labels 2-7
Using the Front Push Tractor 2-8
Installing the tractor in the front push position 2-8
Loading paper onto the front push tractor 2-9
Removing the printed document from the front push tractor 2-13
Removing the front push tractor 2-15
Using the Rear Push Tractor 2-16
Loading paper onto the rear push tractor 2-16
Removing the printed document from the rear push tractor 2-20
Using the Tractor in the Pull Position 2-21
Installing the tractor in the pull position 2-22
Loading paper onto the pull tractor 2-23
Removing paper from the pull tractor 2-29
Using two tractors in a push and pull combination 2-29
Removing the pull tractor 2-32
Switching Between Printing on Continuous Paper and Printing on Single Sheets 2-34
Switching to printing on single sheets 2-34
Switching to printing on continuous paper 2-35
Adjusting the Top-of-Form Position 2-36
Advancing the Paper to the Tear-Off Edge 2-39
Using the Tear Off / Bin button 2-39
Advancing paper to the tear-off position automatically . . 2-40
Adjusting the tear-off position 2-40

Chapter 3 ***Printing on Single Sheets***

Using Single Sheets 3-2
- Available paper types and paper slots 3-2
- Loading single-sheet multi-part forms 3-4
- Loading envelopes 3-6
- Loading postcards 3-7

Loading Single Sheets in the Top Paper Slot 3-8
Loading Single Sheets in the Front Paper Slot 3-10

Chapter 4 ***Using the Printer Software***

About Your Printer Software 4-2
Using the Printer Driver With Windows 95/98 4-3
- Accessing the printer driver from Windows applications . 4-3
- Accessing the printer driver from the Start menu 4-5
- Printer driver settings overview 4-5

Using the Printer Driver With Windows 3.1 4-8
- Accessing the printer driver from Windows applications . 4-8
- Accessing the printer driver from the Control Panel 4-10
- Printer driver settings overview 4-10

Using the Printer Driver With Windows NT 4.0 4-12
- Accessing the printer driver from Windows applications . 4-12
- Accessing the printer driver from the Start menu 4-14
- Printer driver settings overview 4-14

Using the Printer Driver With Windows NT 3.5x 4-17
- Accessing the printer driver from Windows applications . 4-17
- Accessing the printer driver from the Control Panel 4-19
- Printer driver settings overview 4-20

Using the EPSON Remote! Utility 4-22
- Installing EPSON Remote! 4-22
- Accessing EPSON Remote! 4-22

Chapter 5 ***Changing Printer Settings From the Printer's Control Panel***

Selecting a Built-In Font and Pitch 5-2
About Your Printer's Default Settings 5-4
Changing default settings 5-9

Chapter 6 ***Using EPSON Status Monitor 2***

About the EPSON Status Monitor 2 Utility 6-2
Installing EPSON Status Monitor 2 6-3
Accessing EPSON Status Monitor 2 6-4
Checking Printer Status Information 6-4
Using the EPSON Status Monitor 2 window 6-4
Using the Printer Status window 6-9
Making Monitoring Preference Settings 6-10
Turning on background monitoring 6-11
Using the background monitoring icon 6-12

Chapter 7 ***Troubleshooting***

Using the Error Indicators 7-2
Problems and Solutions 7-4
Power supply problems 7-5
Single-sheet paper loading or feeding problems 7-6
Continuous paper loading or feeding problems 7-8
Wrong top-of-form position 7-9
Wrong tear-off position 7-10
Printing or printout quality problems 7-11
Clearing Paper Jams 7-16
Aligning Vertical Lines in Your Printout 7-17
Printing a Self Test 7-18
Printing a Hex Dump 7-19

Appendix A ***Enhancing Your Printer With Options***

Options A-2
Paper handling options A-2
Optional interface cards. A-3
Using the Optional Cut-Sheet Feeders A-4
Installing the high-capacity or double-bin cut-sheet feeder A-4
Loading paper in the high-capacity cut-sheet feeder A-6
Selecting the paper source (bin 1 or bin 2) A-10
Switching between continuous paper and single-sheet paper in the cut-sheet feeder A-11
Using the Roll Paper Holder A-12
Assembling the roll paper holder A-12
Installing the roll paper holder. A-13
Loading roll paper A-14
Removing roll paper A-16
Installing an Interface Card A-17
Using the C82305] or C82306] serial interface card A-18

Appendix B ***Cleaning and Transporting the Printer***

Cleaning the Printer B-2
Transporting the Printer. B-3

Appendix C ***Specifications***

Printer Specifications C-2
- Mechanical C-2
- Electrical C-4
- Environmental C-5
- Paper C-5
- Paper alignment. C-8
- Printable area C-9
- Safety approvals C-11
- CE marking. C-11

Command Lists. C-12
- EPSON ESC/P2 control codes. C-12
- IBM 2391 Plus emulation control codes C-16

Character Tables C-17
- International character sets for the Italic table C-28

Appendix D ***Customer Support Information***

Contacting Customer Support D-2
For North American Users D-2
- Electronic support services D-2
- Automated telephone services D-3

For United Kingdom and the Republic of Ireland Users. D-4
- Enquiry Desk D-4
- Customer Support. D-4
- Faxon EPSON. D-5
- EPtec - Bulletin Board Service for latest drivers and utilities D-5
- World Wide Web. D-5

For Australian Users D-6
- EPSON FAXBACK D-6
- EPSON Bulletin Board System D-6
- Internet URL http://www.epson.com.au D-6
- Your dealer. D-6
- EPSON Helpdesk D-7

For Singapore Users. D-7

For Hong Kong Users D-7
Internet home page D-8
Electronic bulletin board system D-8
Technical support hotline D-8
For Philippines Users D-8

Glossary

Index

Getting to Know Your Printer

Your EPSON® LQ-2180 24-pin dot matrix printer provides high-quality printing and great performance in a compact design. Features include:

- ❏ a variety of paper paths to suit your printing needs
- ❏ the ability to handle a wide range of paper types, including continuous paper, multi-part forms with one original plus up to five copies, labels, single sheets, envelopes, and postcards
- ❏ high-speed printing of up to 480 characters per second at 10 characters per inch

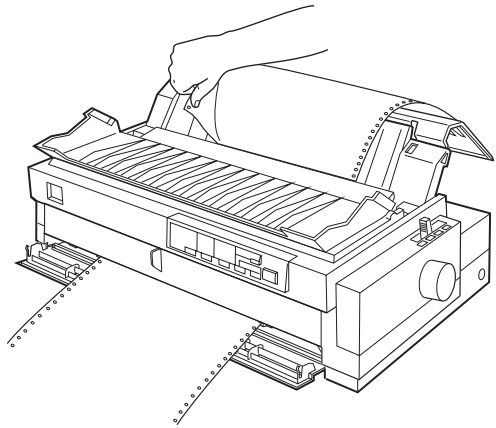
Your printer also comes with printer driver software, the EPSON Status Monitor 2 utility for Microsoft® Windows® 95/98 that lets you check the status of your printer quickly and easily, and other software. In addition, several options are available to help suit your individual needs.

Easy-to-Use Features

This section highlights some easy-to-use features that you'll find helpful.

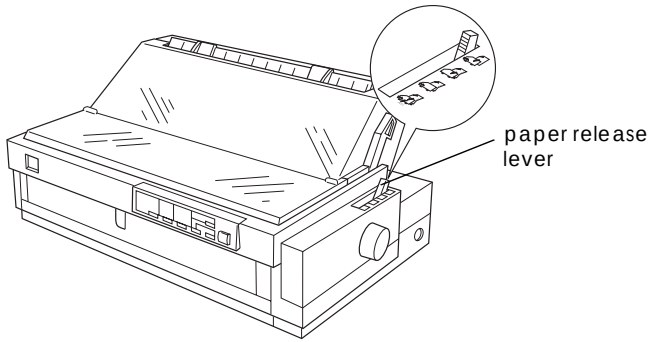
❑ Use the **tear-off feature** to save paper.

If you load paper on the front or rear push tractor, you can use the tear-off feature to advance your continuous paper to the printer's tear-off edge when you finish printing. Then you can easily tear off the printed sheets and save the paper normally lost between documents. For more information, see Chapter 2.



❑ Use the **paper release lever** to change the paper path without removing the paper.

Using the paper release lever, you can easily switch to printing on single sheets without removing the continuous paper loaded on the front or rear push tractor. You can also easily switch to printing on continuous paper on a different tractor. For more information, see Chapter 2.



- ❑ Use the **micro adjust feature** to adjust the top-of-form and tear-off positions. See the Glossary for explanations of the top-of-form and tear-off positions.

  The micro adjust feature allows you to move the paper forward or backward in 1/180-inch increments so that you can make precise adjustments to the top-of-form and tear-off positions. For more information, see Chapter 2.

Available Paper Paths

Your printer provides a variety of paper paths for printing on continuous and single-sheet paper. As described below, paper can be fed into the printer from the top, front, bottom, or rear. You select the paper path that best suits your current printing needs.

Printing on continuous paper

You can choose from three tractor positions (front push, rear push, and pull) and three paper entry slots (front, rear, and bottom) for continuous paper printing. This section helps you determine which paper paths and tractor positions are best for your continuous paper printing needs. See the appropriate sections in Chapter 2 for tractor installation and paper loading instructions.

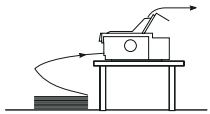
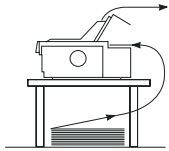
Using a push tractor

If you often need to tear off sheets of continuous paper (for example, if you are printing purchase orders or sales slips), it is best to use a push tractor. This allows you to use the printer's tear-off edge to easily tear off printed sheets of continuous paper at the perforation. Also, when continuous paper is loaded on a push tractor, you can load single sheets of paper from the paper guide without removing the continuous paper.

There are two push tractor positions: front and rear. The tractors are installed in the front push and rear push positions when the printer is shipped. See the table below for details about the push positions and the corresponding paper-feeding paths.

Note:

❏ *The tractor in the rear push position cannot be removed.*

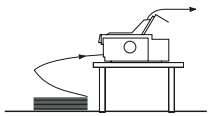
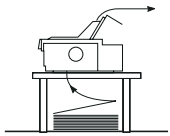
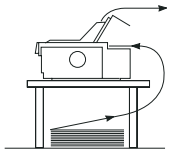
Tractor position	Description
 front push	To use this tractor, load paper in the front slot. If you print on thick paper such as multi-part forms or continuous paper with labels, load the paper in the front paper slot because the paper path from this slot is almost straight. This reduces the chance of paper jams.
 rear push	To use this tractor, load paper in the rear slot. ***Note:*** *Because thick multi-part forms require a straight paper path, load them in the front slot.* ***Caution:*** *Do not load continuous paper with labels in the rear slot. If you load continuous paper with labels in the rear slot, the labels may come off their backing sheet inside the printer and cause a paper jam.*

Using a pull tractor

If you often print on thick or heavy continuous paper, such as multi-part forms or continuous paper with labels, use a tractor in the pull position. The pull tractor provides the best paper jam prevention, and allows you to load continuous paper from the front, rear, or bottom of the printer. However, you cannot use the tear-off feature with the pull tractor.

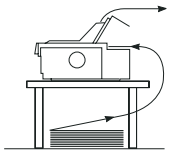
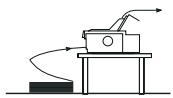
Note:
If you plan to use a pull tractor, you can remove the tractor from the front push position and install it in the pull position, or you can purchase the optional pull tractor (C80032✻) and install it in the pull position. See Chapter 2 for instructions.

As shown in the table below, three paper entry slots are available for use with the pull tractor: front, bottom, and rear.

Paper slot	Description
 front	If you print on thick paper such as multi-part forms or continuous paper with labels, load it using the front paper slot because the paper path from this slot is almost straight. This reduces the chance of paper jams.
 bottom	Because the bottom paper slot has the straightest paper path, it is ideal for printing on thick paper, such as multi-part forms or continuous paper with labels. ***Note:*** *When loading paper in the bottom slot, be sure to use a printer stand with an opening large enough so that the paper can feed through it without obstruction.*
 rear	You can also load continuous paper onto the pull tractor using the rear slot. ***Note:*** *Because thick multi-part forms require a straight paper path, load them in the front slot.* ***Caution:*** *Do not load continuous paper with labels in the rear slot. If you load continuous paper with labels in the rear slot, the labels may come off their backing sheet inside the printer and cause a paper jam.*

Using the push and pull tractors in combination

To improve continuous paper feeding and reduce paper jams, you can use two tractors at the same time. This is especially helpful for printing on continuous pre-printed forms, multi-part forms, or labels, and for printing high quality graphics. When using two tractors in combination, you can load paper in the front paper slot onto the front push tractor and the pull tractor, or load paper in the rear paper slot onto the rear push tractor and the pull tractor.

Combination	Description
 rear push and pull	To use the rear push tractor with the pull tractor, you need to remove the standard tractor that comes in the front push position and install it in the pull position. ***Note:*** *Because thick multi-part forms require a straight paper path, load them in the front slot.* ***Caution:*** *Do not load continuous paper with labels onto the rear push tractor even when it is used in combination with the pull tractor. If you load continuous paper with labels onto the rear push/pull tractor, the labels may come off their backing sheet inside the printer and cause a paper jam.*
 front push and pull	To use the front push tractor with the pull tractor, you need to purchase the optional pull tractor (C80032✻) and install it in the pull position.

Note:
For more information on using two tractors in a push and pull combination, see page 2-29.

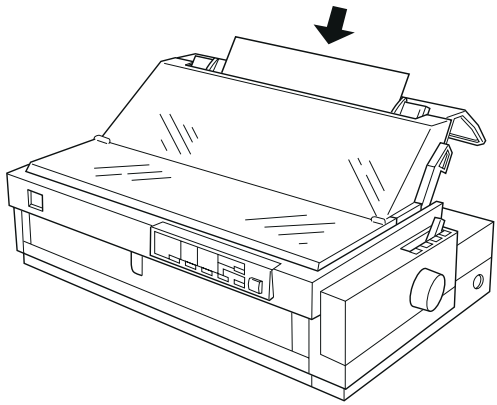
Printing on single sheets

As shown below, your printer has two paper entry slots for printing on single sheets: top and front. When continuous paper is loaded on the front or rear push tractor, you can load single sheets in the top or front slot without removing the continuous paper.

This section helps you determine which paper slot best suits your single-sheet printing needs. See Chapter 3 for paper loading instructions.

Loading paper in the top slot

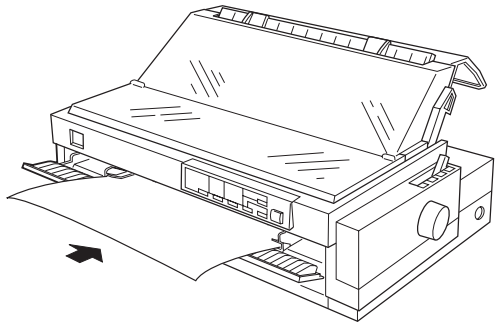
You can load ordinary single sheets, single-sheet multi-part forms, envelopes, or postcards in the top slot.



Note:
Load envelopes only in the top slot.

Loading paper in the front slot

You can load ordinary single sheets, single-sheet multi-part forms, or postcards in the front slot.



Note:
Always use the front paper slot to load single-sheet multi-part forms that are bound by line glueing only at the side.

Options

Your printer comes with everything necessary to print on continuous paper and single sheets using a variety of paper paths. By adding options, such as a cut-sheet feeder, pull tractor unit, or roll paper holder, you can further expand your printer's versatility. Optional interface cards are also available to supplement your printer's built-in parallel interface. For more information on options for your printer, see Appendix A, "Enhancing Your Printer With Options."

Ribbon Cartridge

Your printer uses the following ribbon cartridge:

EPSON black ribbon cartridge	S015086

When printing becomes faint, you need to replace the ribbon cartridge. Genuine EPSON ribbon cartridges are designed and manufactured to work properly with your EPSON printer. They ensure proper operation and long life of the print head and other printer parts.

To replace a used ribbon cartridge, follow the instructions under "Installing or Replacing the Ribbon Cartridge" on page 1-6.

Important Safety Instructions

Read all of these instructions and save them for later reference. Follow all warnings and instructions marked on the printer.

- ❏ Do not place the printer on an unstable surface or near a radiator or heat source.
- ❏ Place the printer on a flat surface. The printer will not operate properly if it is tilted or at an angle.
- ❏ Do not block or cover the openings in the printer's cabinet. Do not insert objects through the slots.
- ❏ Use only the type of power source indicated on the printer's label.
- ❏ Connect all equipment to properly grounded power outlets. Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.
- ❏ Do not use a damaged or frayed power cord.
- ❏ If you use an extension cord with the printer, make sure the total ampere rating of all devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure the total of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- ❏ Unplug the printer before cleaning, and clean it with a damp cloth only.
- ❏ Do not spill liquid on the printer.
- ❏ Except as specifically explained in this guide, do not attempt to service the printer yourself.

- ❏ Unplug the printer and refer servicing to qualified service personnel under the following conditions:

  If the power cord or plug is damaged; if liquid has entered the printer; if the printer has been dropped or the cabinet damaged; or if the printer does not operate normally or exhibits a distinct change in performance. Adjust only those controls that are covered by the operating instructions.

- ❏ Printer parts marked with this symbol may be hot. Turn off the printer and let it cool for a few minutes before you touch any printer part marked with this symbol.

- ❏ If you plan to use the printer in Germany, observe the following:

  To provide adequate short-circuit protection and over-current protection for this printer, the building installation must be protected by a 16 Amp circuit breaker.

  Note for German-speaking users:
  Bei Anschluß des Druckers an die Stromversorgung muß sichergestellt werden, daß die Gebäudeinstallation mit einem 16 A-Überstromschalter abgesichert ist.

Print Head Caution Symbol

The symbol on the print head indicates that this part may be hot. Never touch the print head just after the printer has been used. Let the print head cool for a few minutes before touching it.

ENERGY STAR Compliance

As an ENERGY STAR Partner, EPSON has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

The International ENERGY STAR Office Equipment program is a voluntary partnership with the computer and office equipment industry to promote the introduction of energy-efficient personal computers, monitors, printers, fax machines, and copiers in an effort to reduce air pollution caused by power generation.

For United Kingdom Users

Use of options

Epson (UK) Limited shall not be liable against any damages or problems arising from the use of any options or consumable products other than those designated as Original EPSON Products or EPSON Approved Products by Epson (UK) Limited.

Safety information

Warning: *This appliance must be earthed. Refer to rating plate for voltage and check that the appliance voltage corresponds to the supply voltage.*

Important: *The wires in the mains lead fitted to this appliance are coloured in accordance with the following code:*

Green and yellow — Earth
Blue — Neutral
Brown — Live

If you have to fit a plug:
As the colours of the mains lead of this appliance may not match coloured markings used to identify the terminals in a plug, please proceed as follows:

The green and yellow wire must be connected to the terminal in the plug which is marked with the letter E or the Earth symbol (⏚).

The blue wire must be connected to the terminal in the plug marked with the letter N.

The brown wire must be connected to the terminal in the plug marked with the letter L.

If damage occurs to the plug, replace the cord set or consult a qualified electrician.

Replace fuses only with a fuse of the correct size and rating.

How To Use Your Manuals

This *User's Guide* provides detailed information on setting up and using your printer. The *Quick Reference Guide* that also comes with the printer summarizes basic information on how to use the printer.

Warnings, Cautions, and Notes

This guide uses the following conventions:

Warnings *must be followed to avoid bodily injury.*

Cautions *must be observed to avoid damage to your equipment.*

Notes *contain important information and useful tips on the operation of your printer.*

Chapter 1

Setting Up the Printer

Unpacking the Printer 1-2

Choosing a Place for the Printer 1-4
Positioning the continuous paper supply 1-5

Installing or Replacing the Ribbon Cartridge 1-6

Attaching the Paper Guide and Paper Separator 1-11

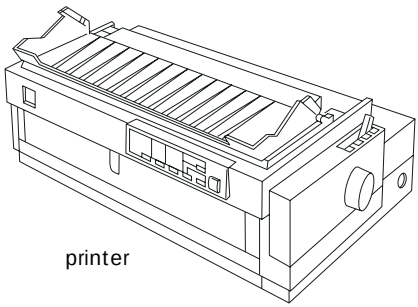
Plugging In the Printer 1-13

Connecting the Printer to Your Computer 1-14

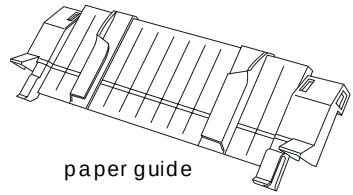
Installing the Printer Software 1-15
Installing in Windows 95, 98, and NT 4.0 1-16
Installing in Windows 3.1 and NT 3.5x 1-17
For DOS programs 1-18

Unpacking the Printer

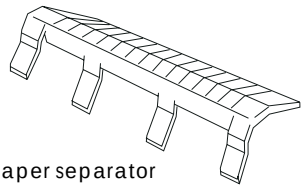
Besides this guide, your printer box should include EPSON printer software disks, a Notice Sheet, and the following items:



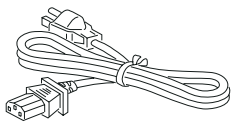
printer



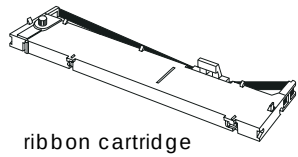
paper guide



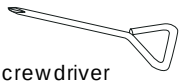
paper separator



power cord



ribbon cartridge



screwdriver

Note:
Depending on your printer model, the power cord may be permanently attached to the printer. Also, the shape of the power cord plug varies depending on the country in which you bought your printer; be sure the plug you have is the right one for your location.

Caution:
There are several models of the printer designed for different voltages, and it is not possible to adjust the printer for use with another voltage. If the label on the back of the printer does not show the correct voltage for your country, contact your dealer.

You must remove all protective materials packed around and inside your printer before you set it up and turn on the power. Follow the directions on the Notice Sheet (packed with the printer) to remove these materials. A screwdriver has been provided for removing the transportation screw.

Save all packing and protective materials, including the transportation screw and the protective locking clips on the paper tension unit, in case you need to ship the printer in the future. It should always be transported in its original packaging or equivalent materials.

Choosing a Place for the Printer

Follow the guidelines below when selecting a location for your printer.

- ❏ Place the printer on a flat, stable surface. The printer will not operate properly if it is tilted or at an angle.
- ❏ Place the printer where you can easily connect it to a network interface cable, if necessary.
- ❏ Leave adequate room around the printer for easy operation and maintenance.
- ❏ Avoid using or storing the printer in places subject to rapid changes in temperature and humidity. Also keep it away from direct sunlight, strong light, heat sources, or excessive moisture or dust.
- ❏ Avoid places subject to shocks and vibrations.
- ❏ Place the printer near a wall outlet where you can easily unplug the power cord.

  Note for French-speaking users:
  Placez l'imprimante près d'une prise de contact où la fiche peut être débranchée facilement.

- ❏ Avoid electrical outlets controlled by wall switches or automatic timers. An interruption in power can erase information in the memory of your printer or computer. Also avoid outlets on the same circuit as large motors or other appliances that can cause voltage fluctuations.
- ❏ Keep the entire computer system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.

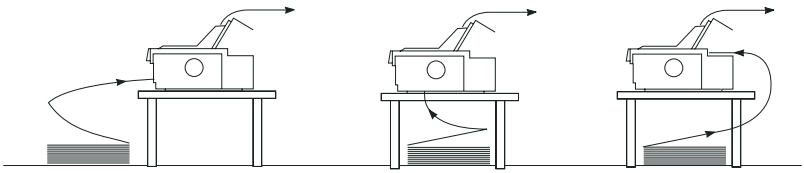
- ❏ Use a grounded power outlet; do not use an adapter plug.
- ❏ Make sure the paper path is clear and unobstructed before you print on continuous paper. (See the next section.)

If you plan to use a printer stand, follow these guidelines:

- ❏ Use a stand that supports at least 26 kg (57.8 lb).
- ❏ Never use a stand that tilts the printer. The printer should always be kept level.
- ❏ Position your printer's power cord and interface cable so they do not interfere with paper feeding. If possible, secure the cables to a leg of the printer stand.

Positioning the continuous paper supply

Before using continuous paper, make sure you line up your paper supply with the tractor feeder so the paper feeds smoothly into the printer, as shown below.



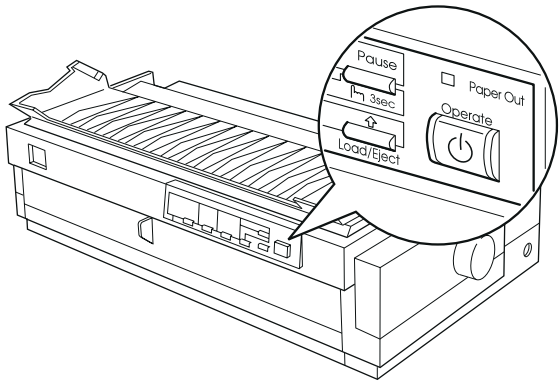
Installing or Replacing the Ribbon Cartridge

This section describes how to install or replace the ribbon cartridge. The installation and replacement procedures are the same except that you need to remove the used ribbon cartridge before replacing it with a new one.

EPSON recommends using genuine EPSON ribbon cartridges (S015086). Products not manufactured by EPSON may cause damage to your printer not covered by EPSON's warranties.

Warning:
You will need to move the print head by hand to install or replace the ribbon cartridge. If you have just used the printer, the print head may be hot; let it cool for a few minutes before touching it.

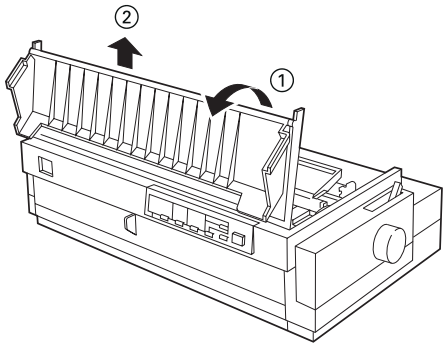
1. Make sure the printer is turned off. The printer is off when the surface of the Operate button is even with the button protectors as shown.



Caution:
Moving the print head while the printer is on may damage the printer.

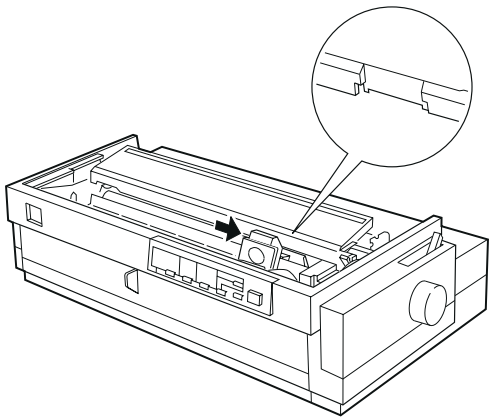
2. If the printer is connected to an electrical outlet, unplug it from the outlet.

3. Lift the printer cover by its back edge and then pull it straight up and off.

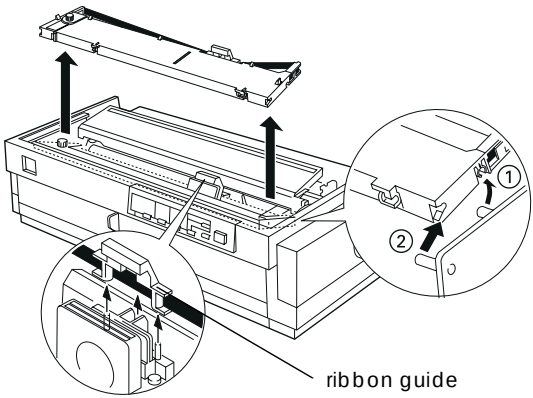


4. Make sure that the print head is not hot; if it is, let it cool for a few minutes before touching it. Then slide the print head to the ribbon installation position (the indented portion of the paper tension unit) by hand.

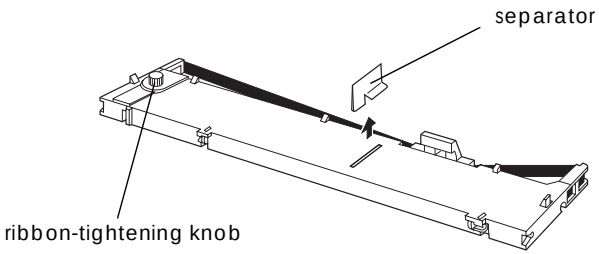
Note:
When you use the pull tractor, you can replace the ribbon cartridge even though the print head is not positioned in the ribbon installation position.



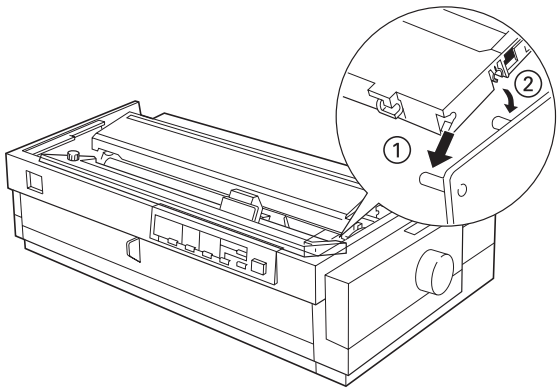
5. If a used cartridge is installed, grasp the cartridge and pull it slightly forward and up; the ribbon guide snaps away from the metal pins behind the print head. Properly dispose of the used ribbon cartridge.



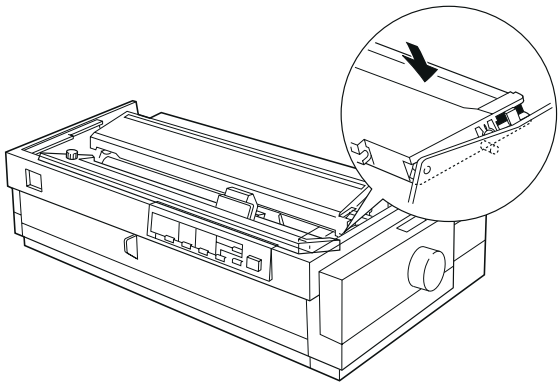
6. Remove the new ribbon cartridge from the package. Remove the separator from the middle of the ribbon cartridge and discard the separator. Then turn the ribbon-tightening knob in the direction of the arrow to remove any slack in the ribbon.



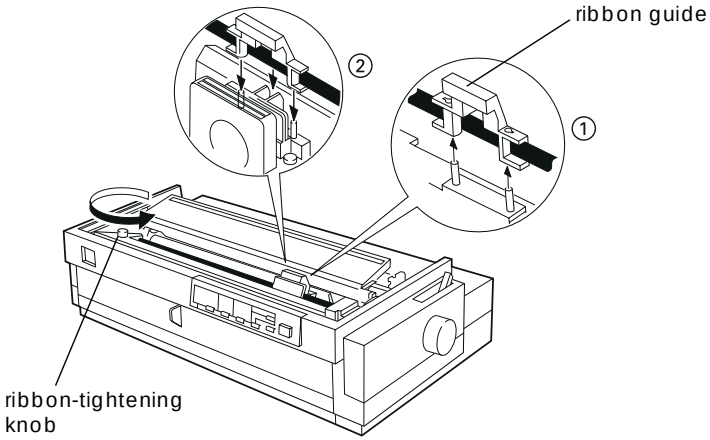
7. Hold the cartridge with the ribbon-tightening knob up. Fit the two front notches of the ribbon cartridge over the small pegs on each side of the printer as shown below. Then lay the cartridge flat.



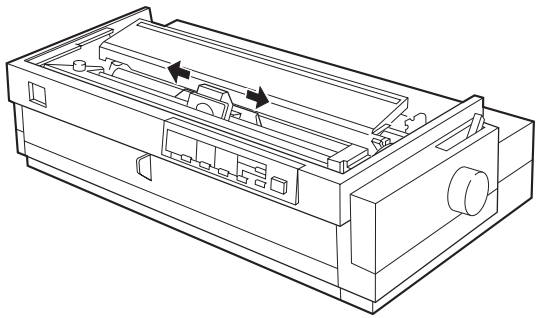
8. Make sure that the two rear notches of the cartridge fit over the small pegs on each side of the printer. Then gently press down the cartridge until both ends click into place.



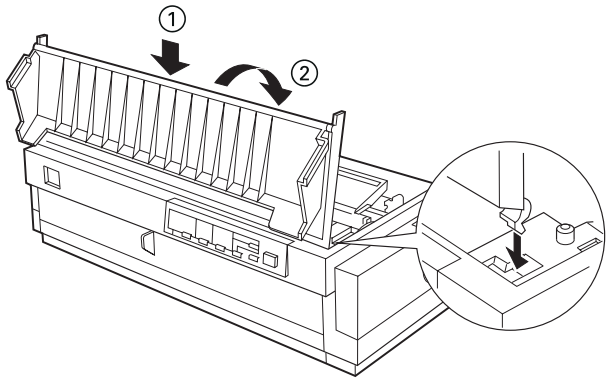
9. Lift the ribbon guide of the ribbon cartridge (①) and insert it firmly over the metal pins behind the print head (②). Make sure the ribbon is not twisted or creased and that it is in place behind the print head. Press down the guide until it clicks into place.



10. Turn the ribbon-tightening knob in the direction of the arrow to remove any slack in the ribbon as shown above. Then slide the print head from side to side to make sure it moves smoothly.



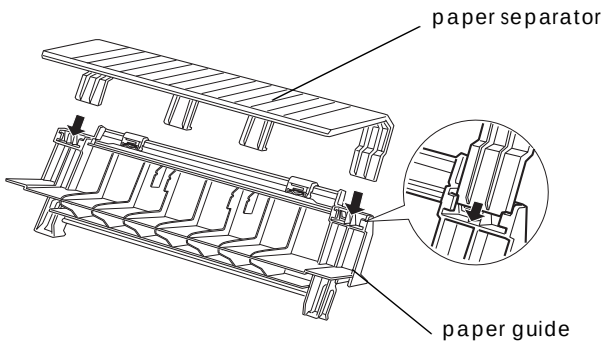
11. Replace the printer cover by first inserting the front tabs into the slots on the printer and then lowering the cover until it clicks into place.



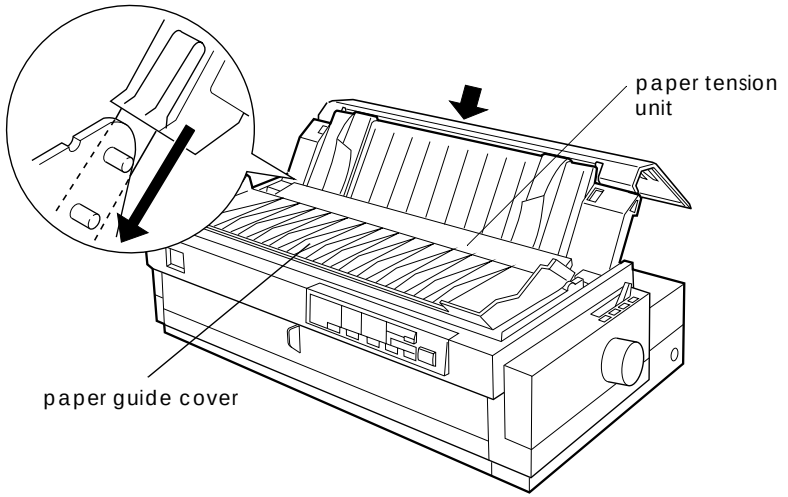
Attaching the Paper Guide and Paper Separator

To install the paper guide and paper separator, follow these steps:

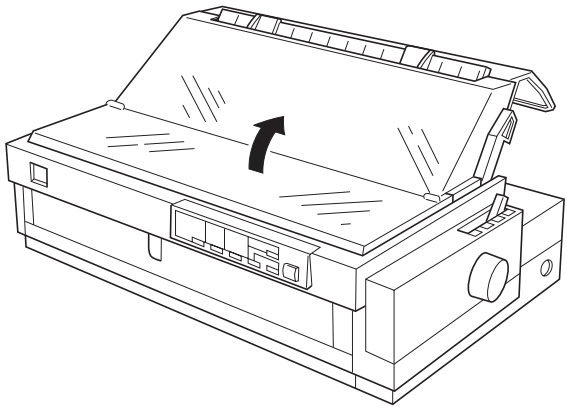
1. Turn over the paper guide and insert the paper separator's tabs into the slots on the paper guide.



2. Make sure the paper guide cover is open as shown below. Attach the paper guide by sliding the slots on the bottom of the paper guide over the pegs behind the paper tension unit.

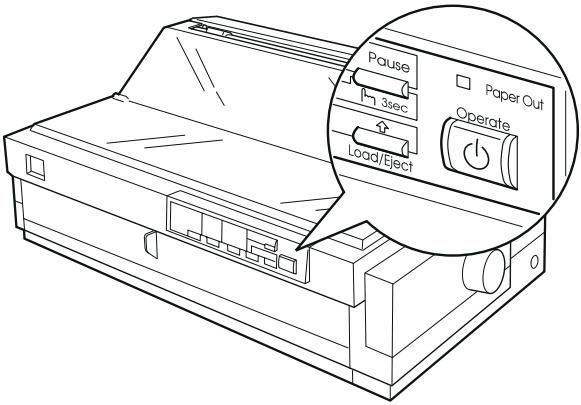


3. Close the paper guide cover.



Plugging In the Printer

1. Make sure the printer is turned off. The printer is off when the surface of the Operate button is even with the button protectors as shown below.



2. Check the label on the back of the printer to make sure its voltage matches that of your electrical outlet. Also make sure the plug on your printer's power cord matches your electrical outlet.

> ***Caution:***
> *It is not possible to change the printer's voltage. If the rated voltage and your outlet voltage do not match, contact your dealer for assistance. Do not plug in the power cord.*

3. If the power cord is not attached to the printer, plug the appropriate end into the AC inlet on the back of the printer.

4. Plug the power cord into a properly grounded electrical outlet.

Connecting the Printer to Your Computer

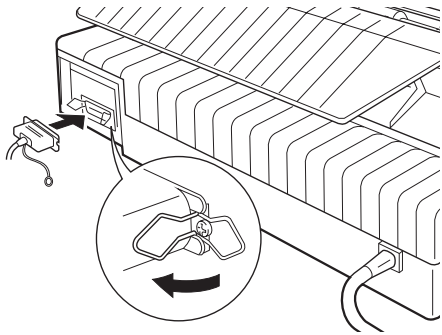
To connect your computer to your printer's built-in parallel interface, you need a shielded, twisted-pair parallel cable with a D-SUB, 25-pin, male connector for your computer and a 36-pin Centronics® compatible connector for the printer.

If your computer requires a different type of printer interface, you should be able to use one of the optional interfaces described on page A-3.

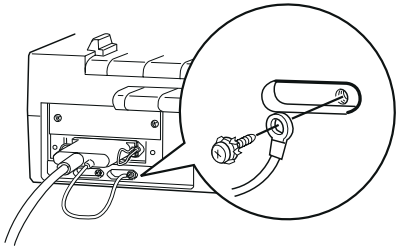
Follow the steps below to connect the printer to your computer using the built-in parallel interface.

1. Make sure both the printer and computer are turned off. The printer is off when the surface of the Operate button is even with the button protectors.

2. Plug the cable connector securely into the printer's interface connector, and squeeze the wire clips together until they lock in place on both sides of the connector.



3. If your cable has a ground wire, connect it to the printer's ground connector as shown below.



4. Plug the other end of the cable into the computer. (If the cable has a ground wire at the computer end, attach it to the ground connector at the back of the computer.)

After you connect the printer to your computer, install the printer software as described in the next section.

Installing the Printer Software

After connecting the printer to your computer, you need to install the software included on the EPSON printer software CD-ROM shipped with your printer.

Your printer software includes:

- ❏ Printer driver
  The printer driver is the software that runs, or "drives," your printer. With it, you can make settings such as print quality, resolution, and paper size.

- ❏ EPSON Status Monitor 2 (Windows 95/98 only)
  The EPSON Status Monitor 2 notifies you of printer errors and displays printer status information.

- ❏ EPSON Remote! (Dos-based printer setup utility)
  The EPSON Remote! Utility allows you to easily change the printer's default settings from the computer screen. To use the EPSON Remote! Utility with DOS, see page 4-22.

If you are using DOS, see " For DOS programs" on page 1-18.

If you are using the floppy disk version of the software, make a backup copy of the EPSON printer software disk before you begin installation. If you wish to make a floppy disk version of the printer software on your CD-ROM, you can use the Driver disk creation utility included on the CD. See "Installing in Windows 95, 98, and NT4.0" or "Installing in Windows 3.1 and NT 3.5x" in this Chapter.

Installing in Windows 95, 98, and NT 4.0

Follows these steps below to install the printer software for Windows 95, 98, or Windows NT 4.0:

Note:
Installing the printer software for Window NT 4.0 may require network administration privileges. Ask your network administrator for more information.

1. Insert the printer software CD shipped with your printer in the CD-ROM drive. The Install dialog box appears. (For floppy disk users, insert disk in a disk drive, then double-click the FD drive icon and double-click the Setup.exe icon.)

2. Click Install to start the printer software installation.

Note:
- ❏ *If the New Hardware Found screen or any other Wizard appears when you turn on your computer, click* Cancel *and follow the steps above.*

- ❏ *Installation time varies depending on your computer.*

- ❏ *If you wish to make a floppy disk version of the printer software included on your CD-ROM, run EPSETUP program. In the dialog box that appears, click the Driver disk creation utility button and follow the on-screen instruction.*

For information on opening and using the software, see "Using the Printer Software" in Chapter 4. See also "Using EPSON Status Monitor 2" in Chapter 6.

Installing in Windows 3.1 and NT 3.5x

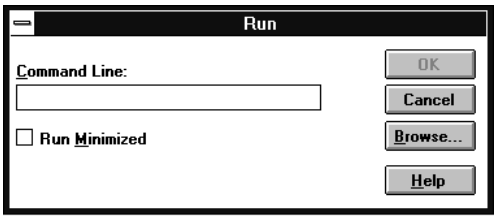
Follows these steps below to install the printer software for Windows 3.1 or Windows NT 3.5x:

Note:
Installing the printer software for Window NT 3.5x may require network administration privileges. Ask your network administrator for more information.

1. Make sure Windows is running and the Program Manager window is open.

2. Insert the printer software CD shipped with your printer in the CD-ROM drive. (If you use the floppy disk version, insert it in a disk drive.)

3. Choose Run from the File menu. You see the Run dialog box. In the Command Line box, type D:SETUP and click OK. If the CD-ROM drive has a drive letter other than "D", or if you are using the floppy disk version, substitute the appropriate letter.



Note:
If you wish to make a floppy disk version of the printer software included on your CD-ROM, type EPSETUP instead of SETUP. In the dialog box that appears, click the Driver disk creation utility button and follow the on-screen instruction.

4. The installation program begins copying the printer software files.

5. When the installation is complete, click OK to exit the installation program.

The installation program automatically selects this printer as the default printer for Windows applications.

For information on opening and using the software, see "Using the Printer Software" in Chapter 4.

For DOS programs

To control the printer from DOS application programs, you need to select the printer you are using or another available printer from the printer list of your application.

Choose the EPSON LQ-2180 printer at the appropriate step in the setup or installation procedure of your DOS application program. If the list in your application does not include the LQ-2180 printer, choose the first available printer from this list:

LQ-2170 / LQ-2070
LQ-1070 / 1070+
LQ-870 / 1170
LQ-850+ / 1050+
LQ-850 / 1050
LQ-510 / 550 / 1010
LQ-200
LQ-500
LQ-860+ / 1060+
LQ-2550
LQ-2500
LQ-800 / 1000
LQ-1500

Note:
If your application does not list a suitable alternative, contact the software manufacturer to see if an update is available.

Chapter 2

Printing on Continuous Paper

2

Setting the Paper Release Lever 2-2

Setting the Paper Thickness Lever 2-3

Loading Multi-Part Forms 2-5

Loading Continuous Paper With Labels 2-5
- Removing continuous paper with labels 2-7

Using the Front Push Tractor. 2-8
- Installing the tractor in the front push position. 2-8
- Loading paper onto the front push tractor. 2-9
- Removing the printed document from the front push tractor. 2-13
- Removing the front push tractor 2-15

Using the Rear Push Tractor 2-16
- Loading paper onto the rear push tractor. 2-16
- Removing the printed document from the rear push tractor. 2-20

Using the Tractor in the Pull Position 2-21
- Installing the tractor in the pull position 2-22
- Loading paper onto the pull tractor 2-23
- Removing paper from the pull tractor 2-29
- Using two tractors in a push and pull combination 2-29
- Removing the pull tractor. 2-32

Switching Between Printing on Continuous Paper and Printing on Single Sheets. 2-34
- Switching to printing on single sheets 2-34
- Switching to printing on continuous paper 2-35

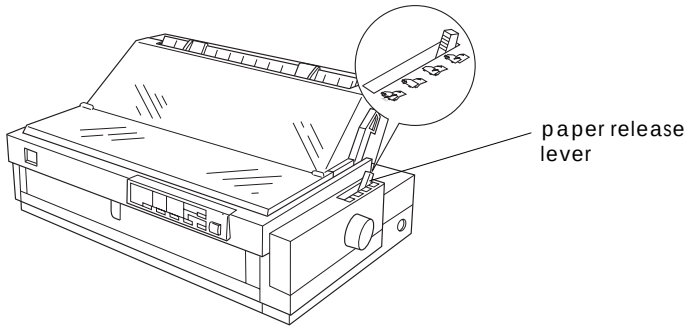
Adjusting the Top-of-Form Position. 2-36

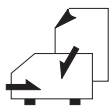
Advancing the Paper to the Tear-Off Edge 2-39
- Using the Tear Off / Bin button. 2-39
- Advancing paper to the tear-off position automatically . . . 2-40
- Adjusting the tear-off position 2-40

Setting the Paper Release Lever

You can load paper in the printer from various paper sources, such as the front push tractor or the paper guide. You set the paper release lever to indicate the paper source you want to use. The table below describes each paper release lever position.

Note:
To decide which paper source and paper path best suits your printing needs, see "Available Paper Paths" on page 3.



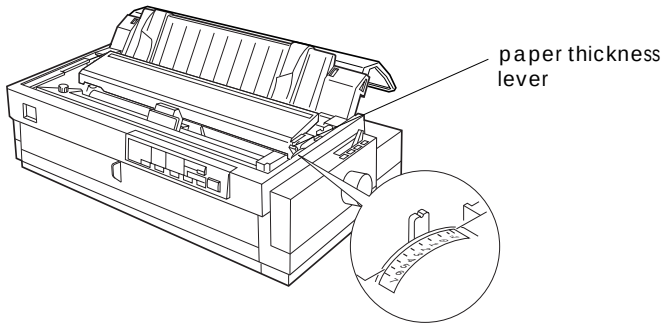
Paper release lever position	Description
	**Single-sheet position** For loading single-sheet paper from the top or front slot. For information on loading single sheets, see Chapter 3.
	Rear push tractor position For loading continuous paper from the tractor installed in the rear push position. Also set the lever to this position when using the rear push and pull tractors in combination.
	Front push tractor position For loading continuous paper from the tractor installed in the front push position. Also set the lever to this position when using the front push and pull tractors in combination.

Paper release lever position	Description
	Pull tractor position For loading continuous paper from the tractor installed on top of the printer in the pull position. When the tractor is in the pull position, you can load paper in the front, rear, or bottom slot.

Note:
You can load two different types of continuous paper onto the front and rear push tractors, and easily switch between them using the paper release lever. Before moving the paper release lever, always press the Load/Eject *button to feed the paper in the paper path backward to the standby position.*

Setting the Paper Thickness Lever

Setting the paper thickness lever allows the printer to accommodate various thicknesses of paper. The paper thickness lever is located under the printer cover. You can select one of nine positions identified by the scale next to the lever.



Use the following table to set the paper thickness lever to match the thickness of your paper.

Paper type*	Lever position
Ordinary (single sheets or continuous paper)	0
Thin paper	-1 or 0
Carbonless multi-part forms with: 2 parts (original + 1 copy) 3 parts (original + 2 copies) 4 parts (original + 3 copies) 5 parts (original + 4 copies) 6 parts (original + 5 copies)	 1 2 3 5 7
Continuous paper with labels	2
Envelopes	2 or 6
Postcards	2

* See Appendix C for complete paper specifications.

Note:

- ❏ *If the printed image is smeared, you may need to set the paper thickness lever one position higher to improve print quality.*

- ❏ *If the printed image is faint or has many gaps, you may need to set the paper thickness lever one position lower to improve print quality.*

Loading Multi-Part Forms

You can use carbonless multi-part forms of up to six parts (five copies in addition to the original). Make sure you set the paper thickness lever to the proper position based on the number of layers in your form.

For best results with thick paper such as multi-part forms, select a straight or almost straight paper path. It is best to load multi-part forms using:

- ❏ the front slot and the front push tractor
- ❏ the front or bottom slot and the pull tractor

Except for setting the paper thickness lever, you load multi-part forms the same way you load ordinary continuous paper. For details, see the sections on loading continuous paper later in this chapter.

Note:

- ❏ *Be sure your multi-part forms do not exceed 0.46 mm (0.018 inch) in thickness for the printable area and up to 0.9 mm (0.035 inch) for the perforated edges.*
- ❏ *Use multi-part forms only under normal temperature and humidity conditions, as follows:*

Temperature	*15 to 25°C (59 to 77°F)*
Humidity	*30 to 60% RH*

- ❏ *Do not load paper that is damaged, curled or wrinkled.*

Loading Continuous Paper With Labels

When printing on labels, use only the type of labels that are mounted on continuous backing sheets with sprocket holes for use with a tractor feeder. Do not try to print on single sheets with labels because the printer may not feed labels on a shiny backing sheet properly.

Thick paper, such as continuous paper with labels, requires a straight or almost straight paper path. You can load labels in the front (push tractor or pull tractor) or bottom (pull tractor) paper slot; however, for best results, use the tractor in the pull position and load paper in the front or bottom paper slot.

You load labels the same way you load ordinary continuous paper, except you must set the paper thickness lever to 2 before printing on labels. See "Loading paper onto the pull tractor" on page 2-23 for more information.

Caution:

- ❏ *Do not load continuous paper with labels in the rear paper slot because the paper path from the rear slot is curved; labels may come off their backing sheet inside the printer and cause a paper jam.*
- ❏ *Never use the tear-off feature (by pressing the* Tear Off/Bin *button or turning on the auto tear-off mode as described in "About Your Printer's Default Settings" in Chapter 5) to feed continuous paper with labels backward; they may come off their backing sheet and jam the printer.*
- ❏ *Because labels are sensitive to temperature and humidity, use them only under normal operating conditions, as follows:*

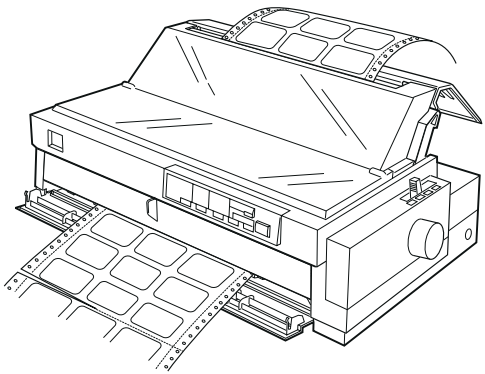
Temperature	*15 to 25°C (59 to 77°F)*
Humidity	*30 to 60%RH*

- ❏ *Do not load continuous paper with labels that is damaged, curled or wrinkled.*
- ❏ *Do not leave labels loaded in the printer between jobs; they may curl around the platen and jam when you resume printing.*

Removing continuous paper with labels

To avoid peeling labels off the backing sheet and jamming the printer, follow the steps below when you remove continuous paper with labels from the printer.

1. After you finish printing, tear off the fresh supply of continuous labels at the perforation nearest the paper entry slot.



2. Hold down the LF/FF button to eject the remaining labels from the printer.

Caution:
Never press the Load/Eject *or* Tear Off/Bin *button. When fed backward, labels can easily come off the backing sheet and cause a paper jam.*

Using the Front Push Tractor

To use the front push tractor, load continuous paper in the front slot. For more information on when to use the front push tractor, see "Available Paper Paths" on page 3.

Note:
The tractors are installed in the front push and rear push positions when the printer is shipped. The rear push tractor cannot be removed.

Installing the tractor in the front push position

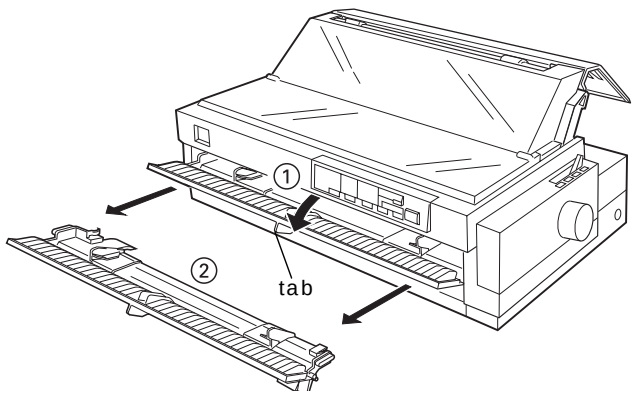
If a tractor is installed in the front push position, skip to "Loading paper onto the front push tractor" on the next page.

If a tractor is installed in the pull position, you need to remove it, and replace the paper tension unit as described on page 2-33 before using the front push tractor.

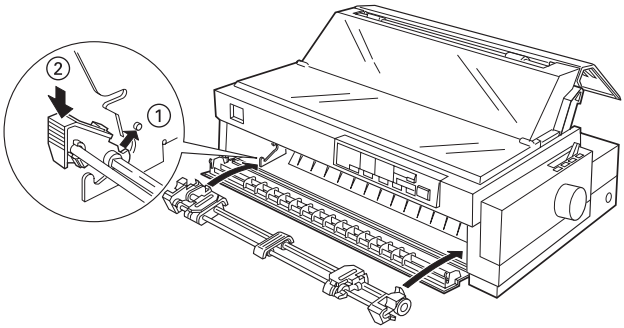
To install the tractor in the front push position, follow these steps:

1. Make sure the printer is turned off.

2. Open the front paper guide by pulling the tab at the center of the guide. Then remove the guide by grasping both sides and pulling it straight out of the printer.



3. Insert the tractor into the printer's mounting slots and press down both ends of the tractor to make sure that it is firmly seated.

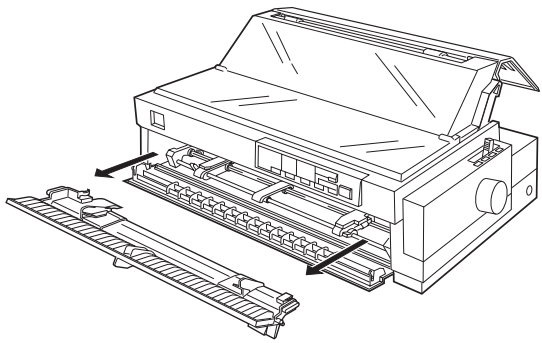


You are now ready to load continuous paper onto the front push tractor as described in the next section. To remove the tractor, see page 2-15.

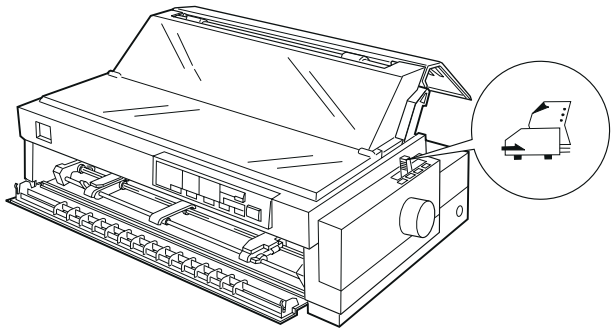
Loading paper onto the front push tractor

To load paper onto the front push tractor, follow these steps:

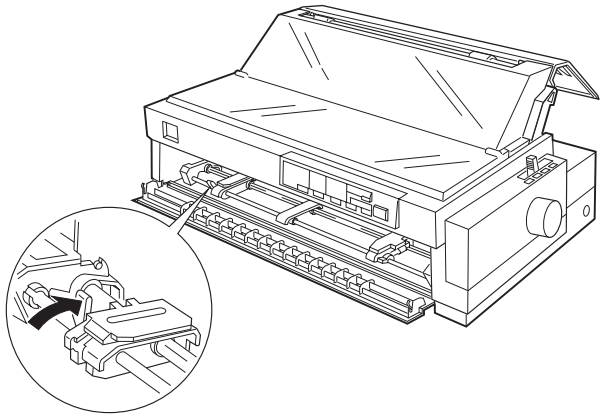
1. Open the front paper guide by pulling the tab at the center of the guide. Then remove the guide by grasping both sides and pulling it straight out of the printer. Check that the tractor is installed in the front push position.



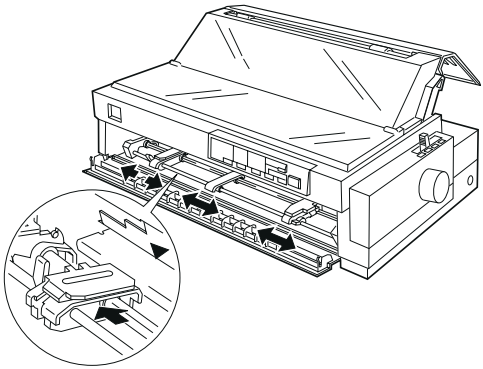
2. Set the paper release lever to the front push tractor position. Also set the paper thickness lever (located under the printer cover) to the proper position for your paper's thickness.



3. Release the left and right sprockets by pushing the sprocket lock levers backward.



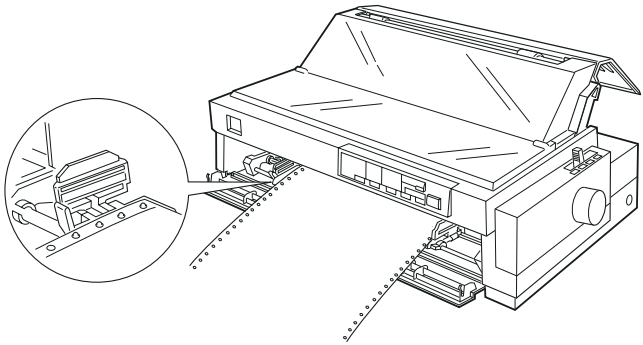
4. Slide the left sprocket to the left margin of your paper using the arrow mark inside the printer. (Printing starts at the arrow mark.) Then pull the lever forward to lock it in place.



Note:
See "Paper alignment" and "Printable area" in Appendix C for more information on the left margin position.

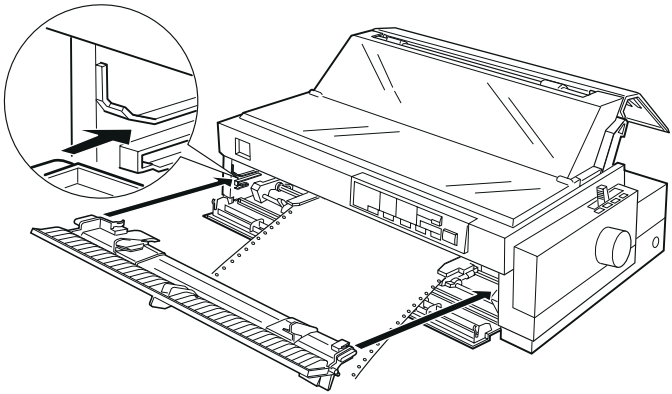
5. Slide the right sprocket to match the width of your paper, but do not lock it. Move the paper support midway between the two sprockets as shown above.

6. Open both sprocket covers. Make sure your paper has a clean, straight edge and fit the first four holes of the paper, printable side up, over the tractor pins. Then close the sprocket covers.

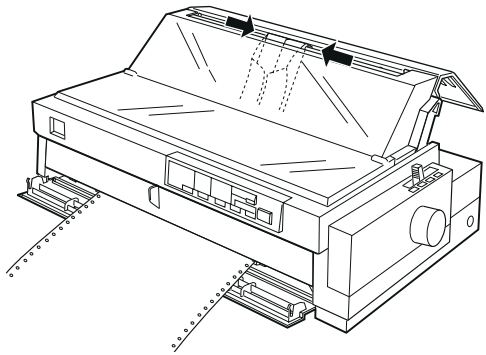


7. Slide the right sprocket to remove any slack in the paper; then lock it in place by pushing the sprocket lock down.

8. Attach the front paper guide by sliding it along the printer's mounting slots as shown below. Then close the front paper guide.

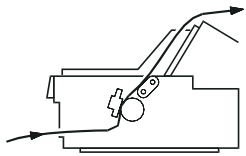


9. Slide the edge guides to the middle of the top paper guide. Make sure that the printer cover and the paper guide cover are closed.



Note:
Always close the printer cover before printing. The printer does not print when the cover is open.

10. Make sure the printer is on. You may need to check and change the printer driver settings as described in Chapter 4. When the printer receives data, it automatically loads the paper and starts printing. The printed pages are fed over the paper guide toward the back of the printer.



11. After you finish printing, follow the steps in the next section to tear off your printed document.

    If the first printed line on your page appears too high or low, you can fix this using the micro adjust feature as described in "Adjusting the Top-of-Form Position" on page 2-36.

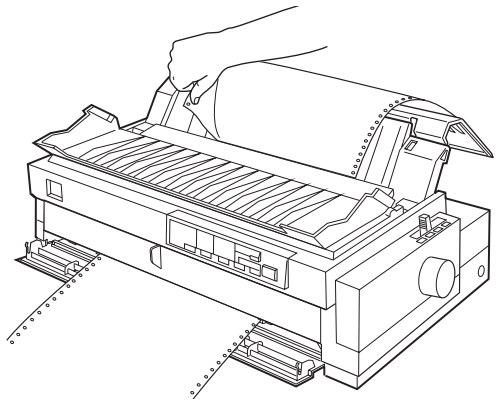
Caution:
Never use the knob to adjust the top-of-form position; this may damage the printer or cause it to lose the top-of-form position.

Removing the printed document from the front push tractor

To remove the printed document, follow these steps:

1. Make sure the Tear / Off Bin lights are flashing. (This indicates your paper is at the current tear-off position.) You may need to press the Tear Off/Bin button to advance the paper to the tear-off position.

2. Open the paper guide cover, and tear off the printed document using the tear-off edge of the printer.



Note:
If your paper's perforation is not properly aligned with the tear-off edge, you can adjust the tear-off position using the micro adjust feature. See "Adjusting the tear-off position" on page 2-40.

Caution:
Never use the knob to adjust the tear-off position; this may damage the printer or cause it to lose the tear-off position.

3. Close the paper guide cover.

   When you resume printing, the printer automatically feeds the paper back to the top-of-form position and starts printing.

To remove the remaining paper from the printer, press the Load/Eject button to feed the paper backward to the standby position. (See the Glossary for an explanation of the standby position.) Then open the sprocket covers of the tractor and remove the paper.

Caution:
Always tear off your printed document before you press the Load/Eject *button. Reverse feeding several pages at a time may cause a paper jam.*

Removing the front push tractor

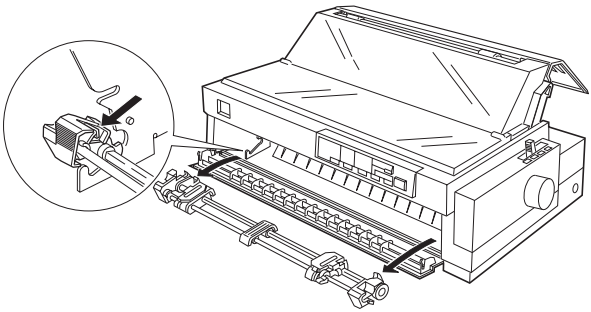
To remove the tractor from the front push position, follow these steps:

1. Remove any paper from the tractor as described in the previous section.

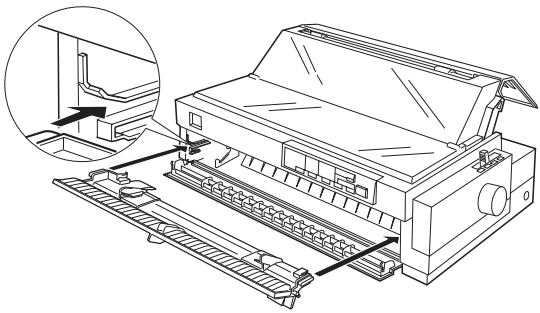
2. Turn off the printer.

3. Open the front paper guide by pulling the tab at the center of the guide. Then remove the guide by grasping both sides and pulling it straight out of the printer.

4. Press the tractor's lock tabs, tilt the tractor up, and lift it out of the printer.



5. Replace the front paper guide by sliding it along the printer's mounting slots until it locks in place. Then close the front paper guide.



Using the Rear Push Tractor

To use the rear push tractor, load continuous paper in the rear slot. For information on when to use the rear push tractor, see "Available Paper Paths" on page 3.

Loading paper onto the rear push tractor

If a tractor is installed in the pull position, you need to remove it and replace the paper tension unit as described on page 2-33 before using the rear push tractor.

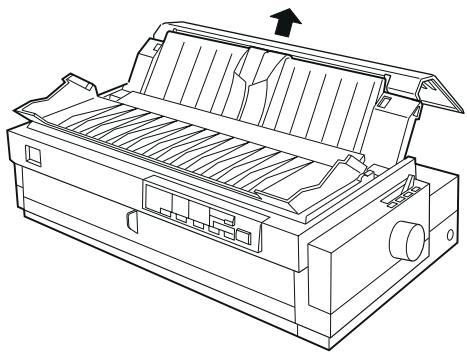
Note:

- ❏ *To avoid paper jams, it is best to load thick multi-part forms using the front or bottom slot and pull or front push tractor.*

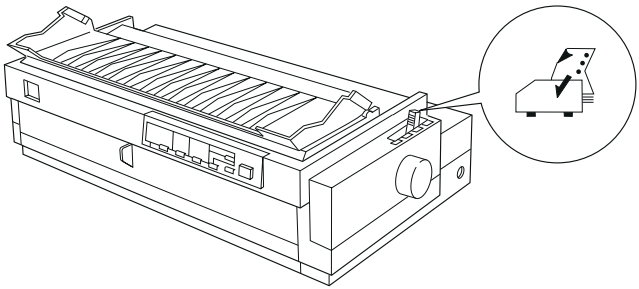
Caution:
Do not load continuous paper with labels in the rear paper slot; the labels may come off their backing sheet inside the printer and cause a paper jam.

To load paper onto the rear push tractor, follow these steps:

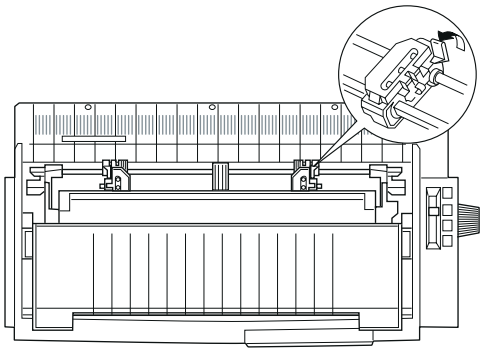
1. Open the paper guide cover and remove the paper guide.



2. Set the paper release lever to the rear push tractor position. Also set the paper thickness lever (located under the printer cover) to the proper position for your paper's thickness.

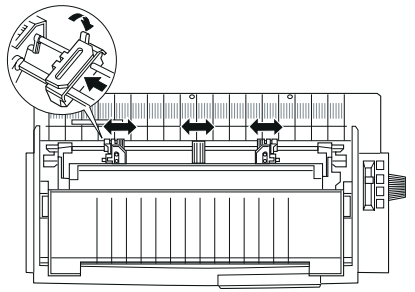


3. Release the left and right sprockets by pulling the sprocket lock levers forward.



front of the printer

4. Slide the left sprocket to the left margin of the paper using the scale on the printer. (Printing starts at the “0” mark.) Then push the lever back to lock it in place.

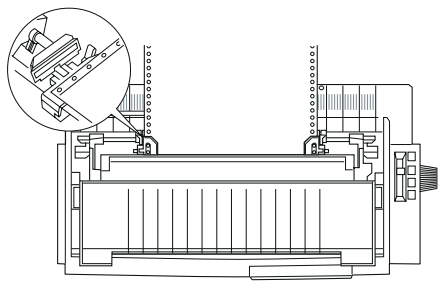


front of the printer

Note:
See “Paper alignment” and “Printable area” in Appendix C for more information on the left margin position.

5. Slide the right sprocket to match the width of your paper, but do not lock it. Move the paper support midway between the two sprockets as shown above.

6. Open both sprocket covers. Make sure your paper has a clean, straight edge and fit the first four holes of the paper, printable side down, over the tractor pins. Then close the sprocket covers.

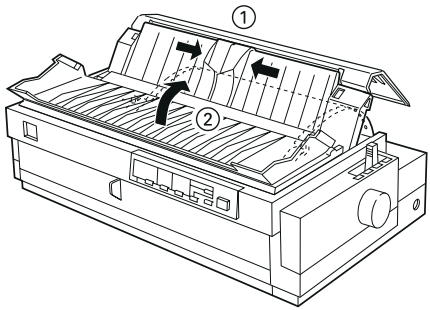


front of the printer

7. Slide the right sprocket to remove any slack in the paper; then lock it in place by pushing the sprocket lock down.

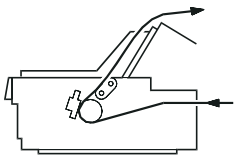
8. Attach the paper guide as described on page 1-11.

9. Slide the edge guides to the middle of the paper guide. Then close the paper guide cover.



Note:
Always close the printer cover before printing. The printer does not print when the cover is open.

10. Make sure the printer is on. You may need to check and change the printer driver settings as described in Chapter 4. When the printer receives data, it automatically loads the paper and starts printing. The printed pages are fed over the paper guide toward the back of the printer.



11. After you finish printing, follow the steps in the next section to tear off your printed document. If the first printed line on your page appears too high or low, you can fix this by using the micro adjust feature as described in "Adjusting the Top-of-Form Position" on page 2-36.

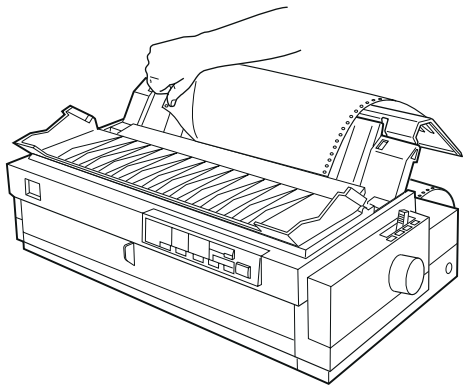
Caution:
Never use the knob to adjust the top-of-form position; this may damage the printer or cause it to lose the top-of-form position.

Removing the printed document from the rear push tractor

To remove the printed document, follow these steps:

1. Make sure the Tear Off / Bin lights are flashing. (This indicates your paper is at the current tear-off position). You may need to press the Tear Off/Bin button to advance the paper to the tear-off position.

2. Open the paper guide cover, and tear off the printed document using the tear-off edge of the printer.



Note:
If your paper's perforation is not properly aligned with the tear-off edge, you can adjust the tear-off position using the micro adjust feature. See "Adjusting the tear-off position" on page 2-40.

Caution:
Never use the knob to adjust the tear-off position; this may damage the printer or cause it to lose the tear-off position.

3. Close the paper guide cover.

   When you resume printing, the printer automatically feeds the paper back to the top-of-form position and starts printing.

To remove the remaining paper from the printer, press the Load/Eject button to feed the paper backward to the standby position. (See the Glossary for an explanation of the standby position.) Then open the sprocket covers of the tractor and remove paper.

Caution:
Always tear off your printed document before you press the Load/Eject *button. Reverse feeding several pages at a time may cause a paper jam.*

Using the Tractor in the Pull Position

Using the tractor in the pull position is ideal for printing on thick and heavy continuous paper, such as multi-part forms or continuous paper with labels. However, you cannot use the tear-off feature with the pull tractor.

You can also load paper onto the pull tractor from the rear slot. However, doing so is not recommended because the paper path from the rear slot is curved. Because thick paper requires a straight paper path to avoid paper jams, it is best to load paper in the front or bottom slot when using the pull tractor.

Caution:
Do not load continuous paper with labels in the rear paper slot; the labels may come off their backing sheet inside the printer and cause a paper jam.

To further reduce the chance of paper jams and improve the performance of continuous paper, you can use two tractors in combination. When using this printing method, you load your paper onto both the front push tractor and the pull tractor, or both the rear push tractor and the pull tractor. See “Using two tractors in a push and pull combination” on page 2-29.

Installing the tractor in the pull position

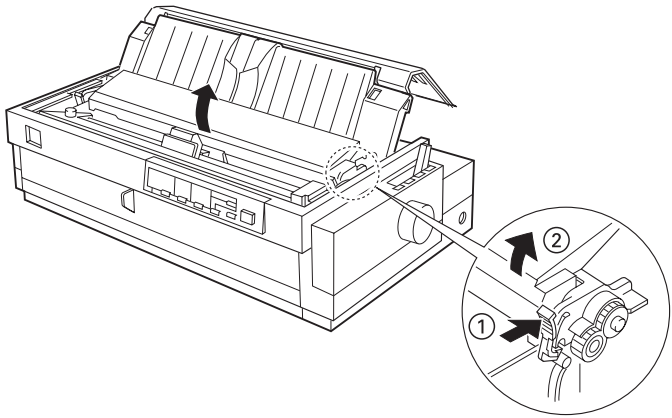
To install a tractor in the pull position you must either remove the front push tractor or install the optional pull tractor (C80032*). To remove the front push tractor, see "Removing the front push tractor" on page 2-15.

Note:
The tractor in the rear push position cannot be removed.

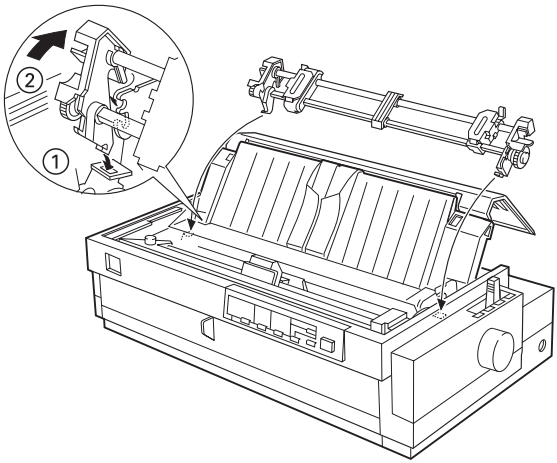
To install a tractor in the pull position, follow these steps:

1. Make sure the printer is turned off. Lift the printer cover up and off the printer.

2. Push up the tabs on each side of the paper tension unit and lift the unit up and off the printer. Store the paper tension unit in a safe place.



3. Lower the tractor into the printer's mounting slots and press down both ends of the tractor to make sure that it is firmly seated.



You are now ready to load continuous paper onto the pull tractor as described in the next section. To remove the pull tractor, see page 2-32.

Loading paper onto the pull tractor

When using the pull tractor, load continuous paper in the front or bottom slot, if possible; loading paper in the rear slot may increase the chance of a paper jam.

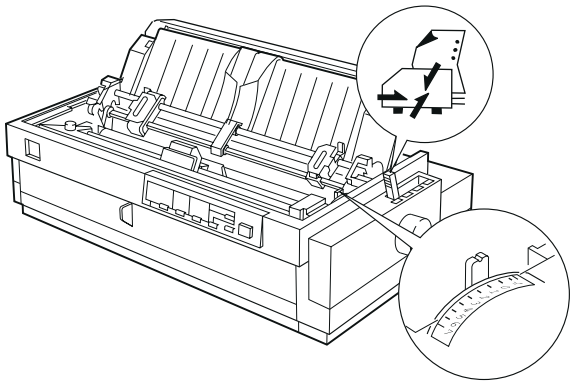
Caution:
Do not load continuous paper with labels in the rear paper slot; the labels may come off their backing sheet inside the printer and cause a paper jam.

To load paper onto the pull tractor, follow these steps:

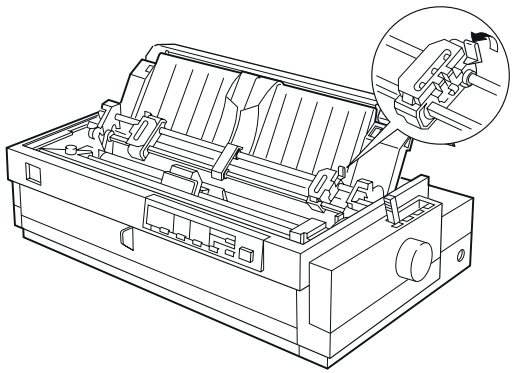
1. Make sure the printer is turned off, and the printer cover is removed. Also check that a tractor is installed in the pull position.

2. Slide the edge guides to the middle of the paper guide.

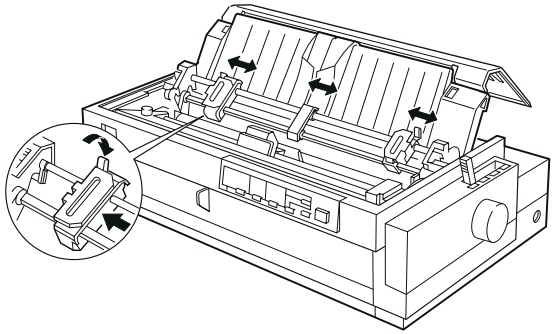
3. Set the paper release lever to the pull tractor position. Also set the paper thickness lever to the proper position for your paper's thickness.



4. Release the left and right sprockets by pulling the sprocket lock levers forward.



5. Slide the left sprocket to the left margin of the paper using the scale on the paper guide as a guide. (Printing starts at the arrow mark.) Then push the lever back to lock it in place.



Note:
See "Paper alignment" and "Printable area" in Appendix C for more information on the left margin position.

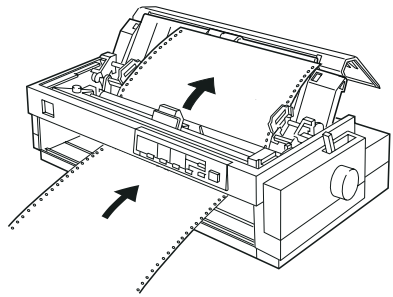
6. Push back the left sprocket lever to lock it in place.

7. Slide the right sprocket to match the width of your paper, but do not lock it. Move the paper support midway between the two sprockets as shown above. Then open both sprocket covers.

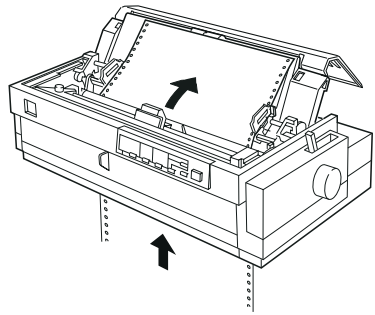
8. Make sure your paper has a clean, straight edge.

9. Insert the paper into the front, bottom, or rear paper slot as described below until it emerges between the platen and the ribbon guide. Then pull up the paper until the perforation between the first and second pages is even with the top of the printer's ribbon.

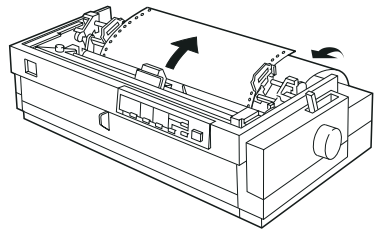
Before you load paper in the front slot, remove the front paper guide. Then load paper printable side up.



Load paper in the bottom slot printable side up (forward).



Before you load paper in the rear slot, remove the paper guide. Then load paper in the rear slot printable side down.

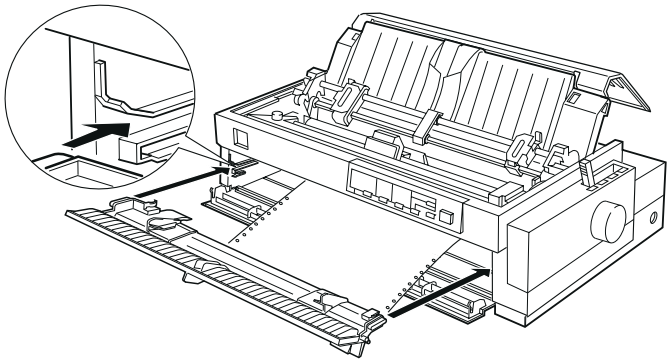


10. Fit four holes of the paper over the tractor pins on both sprockets. Then close the sprocket covers.

11. Slide the right sprocket to remove any slack in the paper; then lock it in place by pushing the sprocket lock down.

12. If you use the front slot, attach the front paper guide with the continuous paper positioned as shown below. Then close it.

    If you use the rear slot, replace the paper guide and make sure the edge guides are together in the middle of the paper guide.



13. Turn on the printer.

14. Remove any slack in the paper and adjust the top-of-form position (the position where the printer will start printing) by pressing the LF/FF button or using the micro adjust feature. (To use the micro adjust feature, see "Adjusting the Top-of-Form Position" on page 2-36.) The printer will start printing at the current position without advancing the paper.

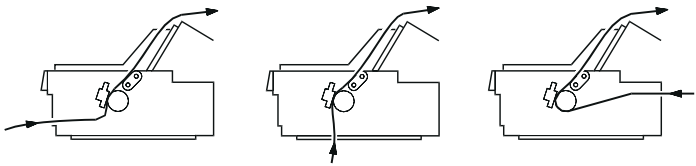
Caution:

- ❑ *Never use the knob to remove slack in the paper or to adjust the top-of-form position; this may damage the printer or cause it to lose the top-of-form position.*
- ❑ *Always remove any slack from the paper; otherwise print quality may be reduced.*

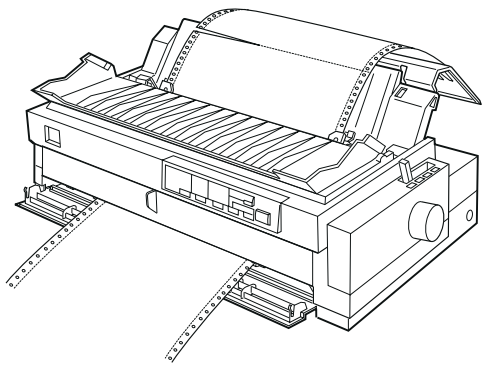
15. Attach the printer cover and close the paper guide cover.

    Note:
    Always close the printer cover before printing. The printer does not print when the cover is open.

16. You may need to check and change the printer driver settings as described in Chapter 4. Send a print job to the printer. The printer starts printing from the current position without advancing the paper. The printed pages are fed over the paper guide toward the back of the printer.

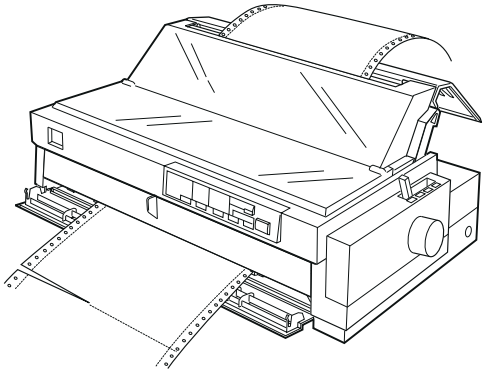


17. After you finish printing, open the paper guide cover; then tear off the printed document at the perforation nearest the paper exit slot.



Removing paper from the pull tractor

1. After you finish printing, tear off the fresh supply of paper at the perforation nearest the paper entry slot.



2. Hold down the LF/FF button to eject the paper from the printer.

Using two tractors in a push and pull combination

To improve continuous paper feeding and reduce paper jams, you can use two tractors at the same time. When using two tractors in combination, you can load paper in the front paper slot onto both the front push tractor and the pull tractor, or in the rear paper slot onto both the rear push tractor and the pull tractor.

To use the front push tractor with the pull tractor, you need to purchase the optional pull tractor (C80032*). The tractor in the rear push position cannot be removed. Install the optional pull tractor as described in “Installing the tractor in the pull position” on page 2-22.

To use the rear push tractor with the pull tractor, you can remove the tractor from the front push position as described on page 2-15, and install it in the pull position as described on page 2-22.

Note:
The tractor in the rear push position cannot be removed.

To load paper onto two tractors, follow these steps:

1. Remove the printer cover and paper guide.

2. Make sure one tractor is in the front or rear push position and one tractor is in the pull position. Set the paper release lever to either the front push or rear push tractor position, depending on which push tractor you are using. Also, set the paper thickness lever to the proper position for your paper's thickness.

3. Load paper onto the front or rear push tractor as described earlier in this chapter.

4. Turn on the printer. Press the Load/Eject button to advance the paper to the top-of-form position. Then press the LF/FF button until the perforation between the first and second pages is even with the top of the printer's ribbon.

   Caution:
   Never use the knob to move the paper; this may damage the printer or cause it to lose the top-of-form position.

5. Attach the paper to the pull tractor's sprockets as described in "Loading paper onto the pull tractor" on page 2-23.

6. Set the paper release lever to the pull tractor position. Then remove any slack in the paper between the push and pull tractors using the micro adjust feature (described on page 2-36) if necessary.

7. Move the paper release lever back to the push tractor position you set in step 2.

8. Adjust the top-of-form position (the position where the printer will start printing) using the micro adjust feature as described in "Adjusting the Top-of-Form Position" on page 2-36. The printer will start printing at the current position without advancing the paper.

Caution

- ❑ *Never use the knob to remove slack in the paper or to adjust the top-of-form position; this may damage the printer or cause it to lose the top-of-form position.*
- ❑ *Always remove any slack from the paper; otherwise print quality may be reduced.*

9. Attach the paper guide. Then slide the edge guides to the middle of the paper guide.

10. Attach the printer cover and close the paper guide cover.

Note:
Always close the printer cover before printing. The printer does not print when the cover is open.

11. You may need to check and change the printer driver settings as described in Chapter 4. Send a print job to the printer. The printer starts printing from the current position without advancing the paper. The printed pages are fed over the paper guide toward the back of the printer.

12. After you finish printing, open the paper guide cover; then tear off the printed document at the perforation nearest the paper exit slot.

To remove the paper from the tractors, follow the steps under “Removing paper from the pull tractor” on page 2-29.

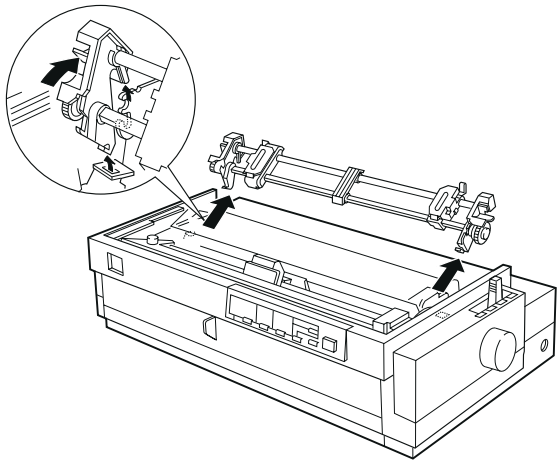
Removing the pull tractor

To remove the tractor from the pull position, follow these steps:

1. Remove any paper loaded on the pull tractor as described on page 2-29.

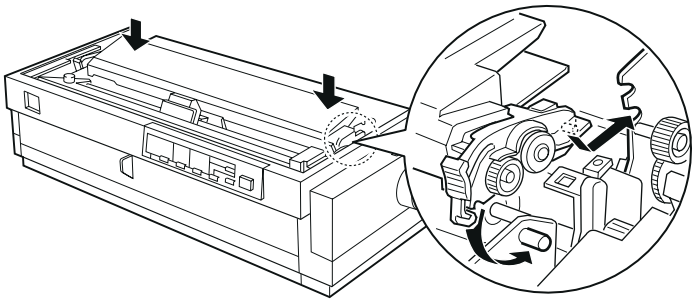
2. Turn off the printer. Then remove the printer cover and lift the paper guide up and off the printer.

3. Press the tractor's lock tabs, tilt the tractor toward you, and lift it off the printer.



4. Store the tractor in a safe place, or install it in the front push position as described on page 2-8.

5. To replace the paper tension unit, lower it onto the printer's mounting pegs. Then press down both ends of the unit until it clicks into place.



6. Replace the paper guide and printer cover. Then close the paper guide cover.

Switching Between Printing on Continuous Paper and Printing on Single Sheets

You can easily switch back and forth between printing on continuous paper with a push tractor and printing on single sheets without having to remove or reload paper.

Switching to printing on single sheets

To switch from printing on continuous paper with the front or rear push tractor to printing on single sheets, follow the steps below.

Note:

- ❏ *If continuous paper with labels is loaded in the printer, remove it before switching to single-sheet printing. See "Removing continuous paper with labels" on page 2-7.*

- ❏ *If a tractor is in the pull position, remove any continuous paper from it before switching to single-sheet printing. See "Removing paper from the pull tractor" on page 2-29.*

1. If any printed pages of continuous paper remain in the printer, press the Tear Off/Bin button to advance printed pages to the tear-off position, and then tear them off.

Caution:

- ❏ *Tear off your printed document before you press the* Load/Eject *button in the next step. Reverse feeding several pages at a time may cause a paper jam.*

- ❏ *Never use the knob to eject paper while the printer is on; this may damage the printer or cause it to lose the tear-off position.*

2. Press the Load/Eject button to feed the continuous paper backward to the standby position. The paper is still attached to the push tractor but is no longer in the paper path.

3. Load single sheets in the top or front paper guide as described in Chapter 3.

Switching to printing on continuous paper

To switch from printing on single sheets to printing on continuous paper with the front or rear push tractor, follow these steps:

1. If a single sheet remains in the printer, press the Load/Eject button to eject it.

   Caution:
   Never use the knob to eject paper while the printer is on; this may damage the printer or cause it to lose the top-of-form position.

2. Make sure that the tractor is installed in the front or rear push position which you plan to use. To install the tractor in the front position, see page 2-8.

3. Load continuous paper onto the front or rear push tractor as described earlier in this chapter.

The printer loads your continuous paper automatically when you begin printing.

Adjusting the Top-of-Form Position

The top-of-form position is the position on the page where the printer will start printing. If your printing appears too high or low on the page, you can use the micro adjust feature to adjust the top-of-form position as described below.

Caution:
Never use the knob to adjust the top-of-form position; this may damage the printer or cause it to lose the top-of-form position.

Note:

- ❑ *Your top-of-form position setting remains in effect until you change it, even if you turn off the printer.*

- ❑ *The top margin setting made in some application software overrides the top-of-form position setting you make with the micro adjust feature. If necessary, adjust the top-of-form position using your software.*

1. Make sure the printer is turned on.

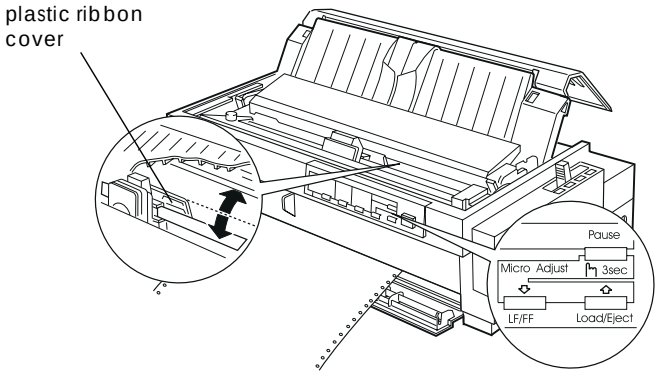
2. If necessary, load paper as described earlier in this chapter. If you load paper onto a push tractor, press the Load/Eject button to advance the paper to the current top-of-form position.

3. Lift the printer cover up and off the printer.

4. Hold down the Pause button for about three seconds. The Pause light starts flashing and the printer enters the micro adjust mode.

5. Press the LF/FF ⬇ button to move the top-of-form position up on the page, or press the Load/Eject ⬆ button to move the top-of-form position down on the page.

Caution:
Never use the knob to adjust the top-of-form position; this may damage the printer or cause it to lose the top-of-form position.



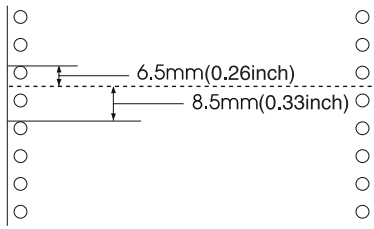
Note:

- ❏ *The printer has a minimum and a maximum top-of-form position. If you try to adjust it beyond these limits, the printer beeps and stops moving the paper.*

- ❏ *When the paper reaches the default top-of-form position, the printer also beeps and stops moving the paper briefly. You can use the default setting as a reference point when adjusting the top-of-form position.*

To adjust the top-of-form position for continuous paper loaded on the pull tractor, see the following example:

First mark a point 6.5 mm (0.26 inch) above the paper's perforation; then position the paper so that the mark is even with the top edge of the plastic ribbon cover. This gives you an 8.5 mm (0.33 inch) margin on the next page, meaning the printer starts printing 8.5 mm (0.33 inch) below the perforation. If you mark a point 5.5 mm (0.22 inch) above the perforation, you get a 9.5 mm (0.37 inch) margin on the next page.



6. After you set the top-of-form position, press the Pause button to exit micro adjust mode.

Advancing the Paper to the Tear-Off Edge

If you use the front or rear push tractor, you can use the tear-off feature to advance your continuous paper to the printer's tear-off edge when you finish printing. You can then easily tear off the printed document. When you resume printing, the printer automatically feeds the paper back to the top-of-form position so that you can save the paper normally lost between documents.

As described below, you can use the tear-off feature in two ways: manually by pressing the printer's Tear Off/Bin button, or automatically by turning on the auto tear-off mode.

If the perforation between pages is not aligned with the tear-off edge, you can adjust the position of the perforation using the micro adjust feature. See "Adjusting the tear-off position" on page 2-40 for instructions.

Caution:
Never use the tear-off feature (by pressing the Tear Off/Bin *button or turning on the auto tear-off mode as described below) to feed continuous paper with labels backward; they may come off their backing sheet and jam the printer.*

Using the Tear Off/Bin button

After the printer finishes printing your document, check that the Tear Off/Bin lights are not flashing. Then press the Tear Off/Bin button. The printer advances the paper to the tear-off edge.

Note:
If the Tear Off/Bin lights are flashing, the paper is in the tear-off position. If you press the Tear Off/Bin *button, the printer feeds your paper to the next top-of-form position.*

Advancing paper to the tear-off position automatically

To automatically advance your printed documents to the tear-off position, you need to turn on the auto tear-off mode and select the appropriate page length for continuous paper in the default-setting mode. For instructions, see "About Your Printer's Default Settings" on page 5-4.

When auto tear-off is on, the printer automatically advances the paper to the tear-off position whenever it receives a full page of data or a form feed command followed by no more data.

Adjusting the tear-off position

If your paper's perforation is not aligned with the tear-off edge, you can use the micro adjust feature to move the perforation to the tear-off position. Follow the steps below.

Caution:
Never use the knob to adjust the tear-off position; this may damage the printer or cause it to lose the tear-off position.

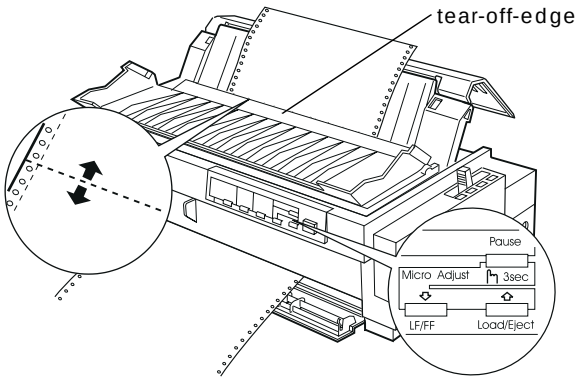
Note:
Your tear-off position setting remains in effect until you change it, even if you turn off the printer.

1. Make sure the Tear Off / Bin lights are flashing (the paper is at the current tear-off position). You may need to press the Tear Off/Bin button to advance the paper to the tear-off position.

2. Open the paper guide cover.

3. Hold down the Pause button for about three seconds. The Pause light begins flashing and the printer enters the micro adjust mode.

4. Press the LF/FF ⬇ button to feed the paper backward, or press the Load/Eject ⬆ button to feed the paper forward, until the paper perforation is aligned with the tear-off edge.



Note:
The printer has a minimum and a maximum tear-off position. If you try to adjust the tear-off position beyond these limits, the printer beeps and stops moving the paper.

5. After you set the tear-off position, press the Pause button to turn off micro adjust mode.

6. Tear off the printed pages.

When you resume printing, the printer automatically feeds the paper back to the top-of-form position and begins printing.

Chapter 3

Printing on Single Sheets

Using Single Sheets 3-2
- Available paper types and paper slots 3-2
- Loading single-sheet multi-part forms 3-4
- Loading envelopes 3-6
- Loading postcards 3-7

Loading Single Sheets in the Top Paper Slot 3-8

Loading Single Sheets in the Front Paper Slot 3-10

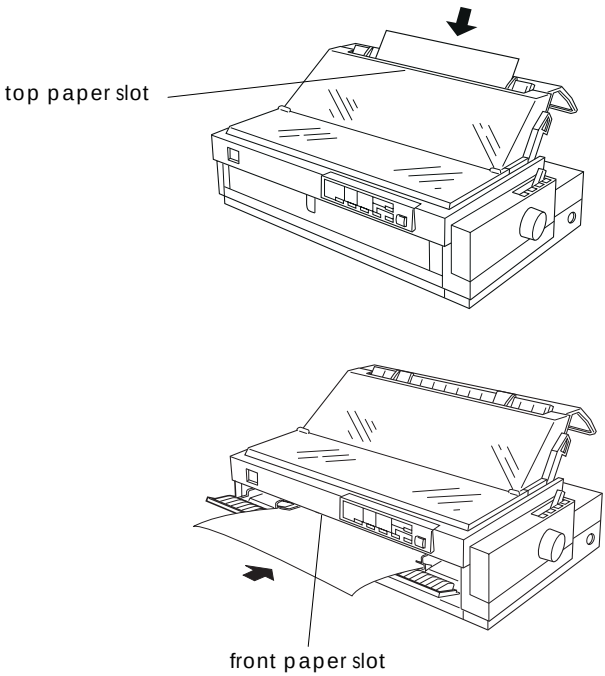
Using Single Sheets

Available paper types and paper slots

As shown below, you can load single-sheet paper one sheet at a time using the paper guide on top of the printer or the front paper guide. You can print on ordinary single sheets, single-sheet multi-part forms, postcards, and envelopes. Your single-sheet paper may be from 100 to 420 mm (3.9 to 16.5 inches) wide.

Note:

- ❑ *To load a stack of single-sheet paper, use the optional cut-sheet feeder. See Appendix A, "Enhancing Your Printer With Options."*
- ❑ *For detailed specifications on the types of single-sheet paper you can use, see Appendix C.*



The table below shows the types of paper you can load in the top and front paper slots and the paper thickness lever settings for each paper type. For more information on the paper thickness lever, see page 2-3.

Paper type	Available paper slots	Paper thickness lever position
Ordinary single-sheet paper	Top and front	-1 or 0
Multi-part forms (carbonless) 2 parts (original + 1 copy) 3 parts (original + 2 copies) 4 parts (original + 3 copies) 5 parts (original + 4 copies) 6 parts (original + 5 copies)	Top and front	 1 2 3 5 7
Postcards	Top and front	2
Envelopes	Top	2 to 6

Note:

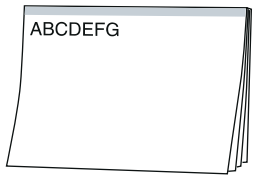
- ❏ *If the printed image is smeared, you may need to set the paper thickness lever one position higher to improve print quality.*
- ❏ *If the printed image is faint or has many gaps, you may need to set the paper thickness lever one position lower to improve print quality.*
- ❏ *Do not load paper that is damaged, curled or has been folded.*

Loading single-sheet multi-part forms

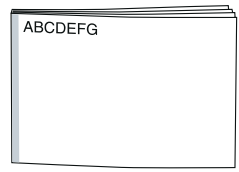
You can load single-sheet multi-part forms one at a time in the top or front paper slot as described in "Loading Single Sheets in the Top Paper Slot" or "Loading Single Sheets in the Front Paper Slot," later in this chapter. Also, follow these guidelines:

❏ Use only carbonless multi-part forms bound as shown below.

bound only at the top
by line glueing

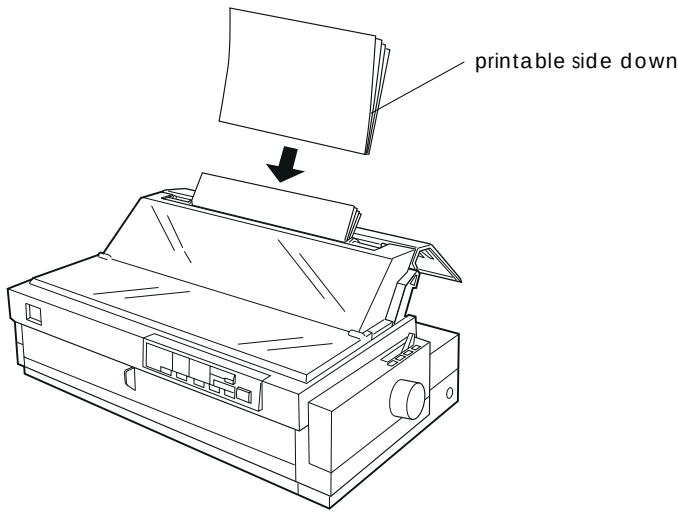


bound only at the side
by line glueing

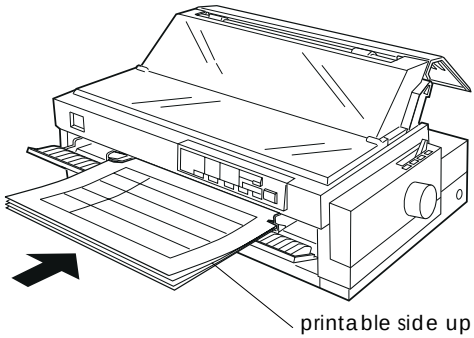


❏ You can use the top or front paper slot to load single-sheet multi-part forms that are bound at the top.

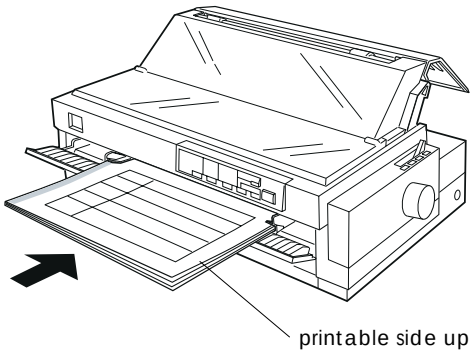
Insert this type of form in the top slot with the bound edge first and the printable side down, as shown below.



Insert this type of form in the front slot with the bound edge first and the printable side up, as shown below.



❏ You can load multi-part forms bound at the side only in the front slot. Insert this type of form in the front slot with the top edge first and the printable side up, as shown below.



❏ Before printing, set the paper thickness lever (located under the printer cover) to the proper position for your paper. See the table on page 3-3.

❏ Be sure your multi-part forms do not exceed 0.46 mm (0.018 inch) in thickness.

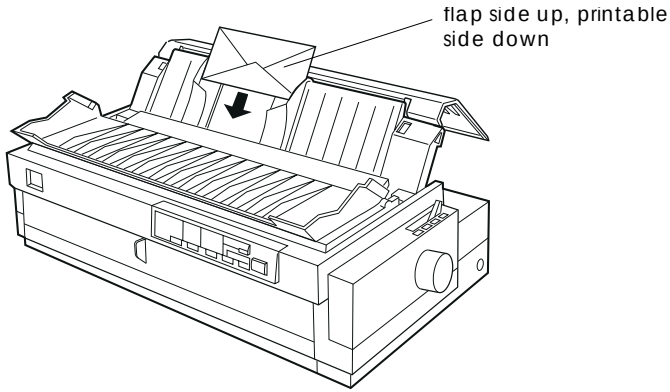
❏ Use multi-part forms only under normal temperature and humidity conditions, as follows:

Temperature	15 to 25°C (59 to 77°F)
Humidity	30 to 60% RH

Loading envelopes

You can load envelopes only in the top paper slot as described in "Loading Single Sheets in the Top Paper Slot" on page 3-8. Also, follow these guidelines:

- ❏ Load envelopes one at a time in the top slot, with the flap edge first and the flap side up.



- ❏ Set the paper thickness lever (located under the printer cover) to position 2 to 6 to match the thickness of the envelope.

- ❏ Before printing, turn on the card mode by pressing the Tear Off/Bin button until both Tear Off/Bin lights are on. After you finish printing on envelopes, press the Tear Off/Bin button once to exit the card mode. (Bin 1 is selected.)

- ❏ Do not use envelopes that are curled or folded. Also avoid using envelopes that are too thin; they may curl during printing and become jammed.

- ❏ If you use No. 6 envelopes, align the left edge of the envelope with the arrow mark on the printer.

- ❏ Use envelopes only under normal temperature and humidity conditions, as follows:

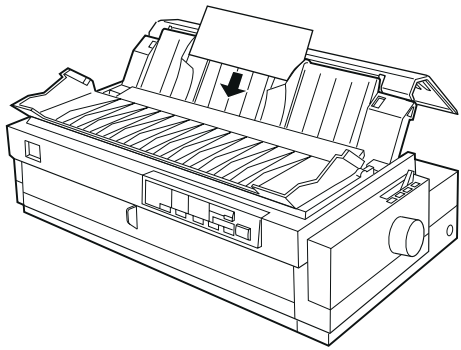
Temperature	15 to 25°C (59 to 77°F)
Humidity	30 to 60% RH

Caution:
Because printing on the edge of an envelope may damage the print head, make sure the printing stays entirely within the printable area of your envelopes. See Appendix C for details on the printable area of envelopes.

Loading postcards

You can load postcards one at a time in the top or front paper slot as described in "Loading Single Sheets in the Top Paper Slot" (on page 3-8) or "Loading Single Sheets in the Front Paper Slot," (on page 3-10). Also, follow these guidelines:

- ❏ If you load postcards long edge first, always load them in the top slot.



- ❏ Set the paper thickness lever (located under the printer cover) to position 2.
- ❏ Before printing, turn on the card mode by pressing the Tear Off/Bin button until both Tear Off/Bin lights are on.
  After you finish printing on postcards, press the Tear Off/Bin button once to exit the card mode. (Bin 1 is selected.)
- ❏ Use postcards only under normal temperature and humidity conditions, as follows:

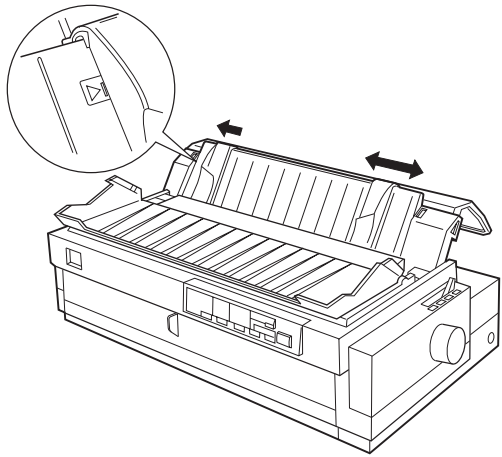
Temperature	15 to 25°C (59 to 77°F)
Humidity	30 to 60% RH

Loading Single Sheets in the Top Paper Slot

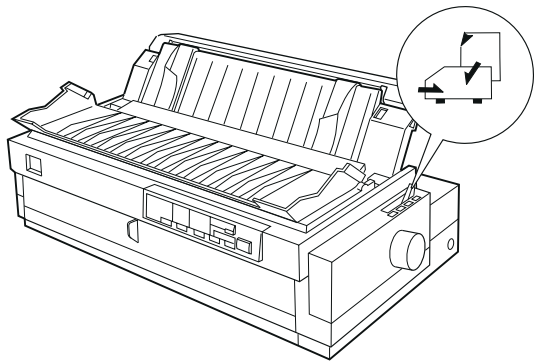
To load paper in the top slot, follow these steps:

1. Make sure the paper guide is installed properly. If not, attach it as described on page 1-11.

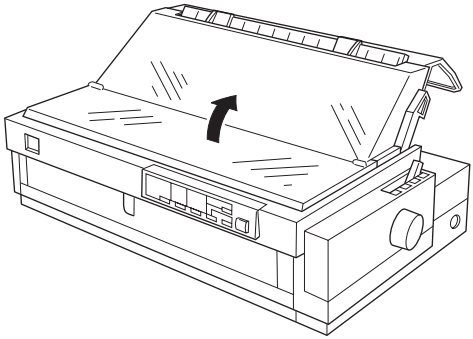
2. Open the paper guide cover. Slide the left edge guide until it locks in place next to the arrow on the paper guide. Next adjust the right edge guide to match the width of your paper.



3. Set the paper release lever to the single-sheet position. Also set the paper thickness lever (located under the printer cover) to the proper position for your paper's thickness. (See the table on page 3-3.)

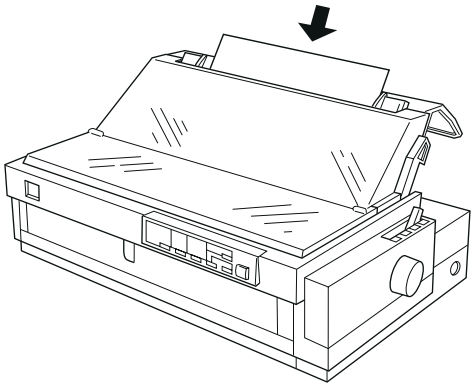


4. Close the paper guide cover.



5. Press the Operate button to turn on the printer, if necessary.

6. Insert a sheet of paper printable side down between the edge guides until it meets resistance. The printer feeds the paper automatically and is ready to print.



Note:
Always close the printer cover before printing. The printer does not print when the cover is open.

7. Check and change the printer driver settings as described in Chapter 4. Then send a print job to the printer.

When the printer receives data, it prints the page and ejects it back onto the paper guide. To continue printing your document, remove the printed page and insert a new sheet of paper. If you need to eject a sheet, press the Load/Eject button.

If the first printed line on your page appears too high or low, you can fix this using the micro adjust feature. See "Adjusting the Top-of-Form Position" on page 2-36.

Caution:
Never use the knob to adjust the top-of-form position or eject a sheet when the printer is on; this may damage the printer or cause it to lose the top-of-form position.

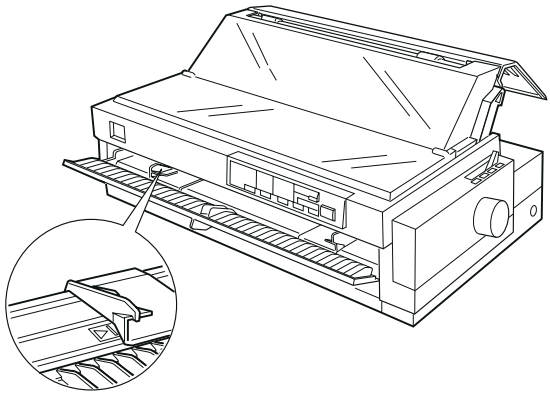
Loading Single Sheets in the Front Paper Slot

To load paper in the front paper slot, follow these steps:

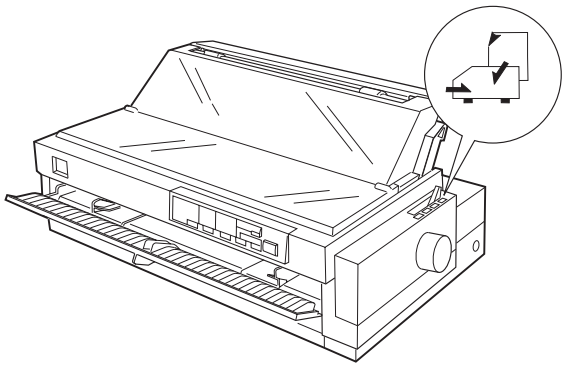
1. Make sure the paper guide is installed properly. If not, attach it as described on page 1-11.

2. Make sure the paper guide cover is closed.

3. Open the front paper guide by pulling the tab at the center of the guide. Slide the left edge guide as shown below. (Printing starts at the arrow mark.) Next adjust the right edge guide to match the width of your paper.

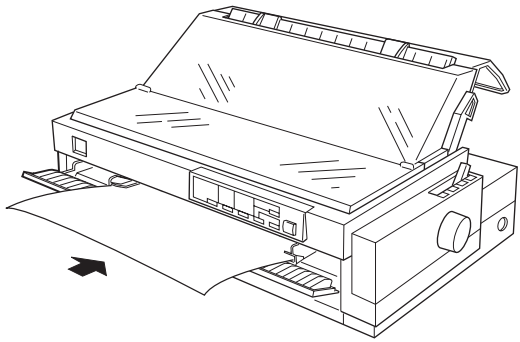


4. Set the paper release lever to the single-sheet position. Also set the paper thickness lever (located under the printer cover) to the proper position for your paper's thickness. (See the table on page 3-3.)



5. Press the Operate button to turn on the printer, if necessary.

6. Insert a sheet of paper printable side up between the edge guides until it meets resistance. The printer feeds the paper automatically and is ready to print.



Note:
Always close the printer cover before printing. The printer does not print when the cover is open.

7. You may need to check and change the printer driver settings as described in Chapter 4. Then send a print job to the printer.

When the printer receives data, it prints the page and ejects it onto the paper guide on top of the printer. To continue printing your document, remove the printed page and insert a new sheet of paper in the front paper guide. If you need to eject a sheet, press the Load/Eject button.

If the first printed line on your page appears too high or low, you can fix this using the micro adjust feature. See "Adjusting the Top-of-Form Position" on page 2-36.

Caution:
Never use the knob to adjust the top-of-form position or eject a sheet when the printer is on; this may damage the printer or cause it to lose the top-of-form position.

Chapter 4

Using the Printer Software

About Your Printer Software 4-2

Using the Printer Driver With Windows 95/98 4-3
- Accessing the printer driver from Windows applications . . 4-3
- Accessing the printer driver from the Start menu 4-5
- Printer driver settings overview 4-5

Using the Printer Driver With Windows 3.1 4-8
- Accessing the printer driver from Windows applications . . 4-8
- Accessing the printer driver from the Control Panel 4-10
- Printer driver settings overview 4-10

Using the Printer Driver With Windows NT 4.0 4-12
- Accessing the printer driver from Windows applications . . 4-12
- Accessing the printer driver from the Start menu 4-14
- Printer driver settings overview 4-14

Using the Printer Driver With Windows NT 3.5x 4-17
- Accessing the printer driver from Windows applications . . 4-17
- Accessing the printer driver from the Control Panel 4-19
- Printer driver settings overview 4-20

Using the EPSON Remote! Utility 4-22
- Installing EPSON Remote! 4-22
- Accessing EPSON Remote! 4-22

About Your Printer Software

The EPSON printer software that comes with your printer includes the printer driver software, the EPSON Remote! utility, and the EPSON Status Monitor 2 utility for Windows 95/98.

As described in Chapter 1, a printer driver is software that allows your computer to control the printer. You need to install the printer driver so your Windows software applications can take full advantage of the printer's capabilities.

Note:
Before proceeding, make sure you have installed the printer driver on your PC as described in Chapter 1.

EPSON Remote! is a DOS-based printer setup utility that allows you to easily change the printer's default settings from the computer screen. To use the EPSON Remote! utility with DOS, see page 4-22.

The EPSON Status Monitor 2 utility program is available only for Windows 95. It monitors the status of your printer, alerts you when errors occur, and provides you with troubleshooting tips. To install and use the Status Monitor, see Chapter 6, "Using EPSON Status Monitor 2."

To use the printer driver, see the appropriate page below, depending on your Windows version.

Windows 95/98 4-3

Wndows 3.1. 4-8

Windows NT 4.0. 4-12

Windows NT 3.5x. 4-17

Using the Printer Driver With Windows 95/98

There are two ways to access the printer driver: from your Windows applications or from the Start menu. When you access the printer driver from a Windows application, any settings you make apply only to the application you are using. See "Accessing the printer driver from Windows applications," below. When you access the printer driver from the Start menu, the printer driver settings you make apply to all your applications. See "Accessing the printer driver from the Start menu," on page 4-5. To check and change printer driver settings, see "Printer driver settings overview" on page 4-5.

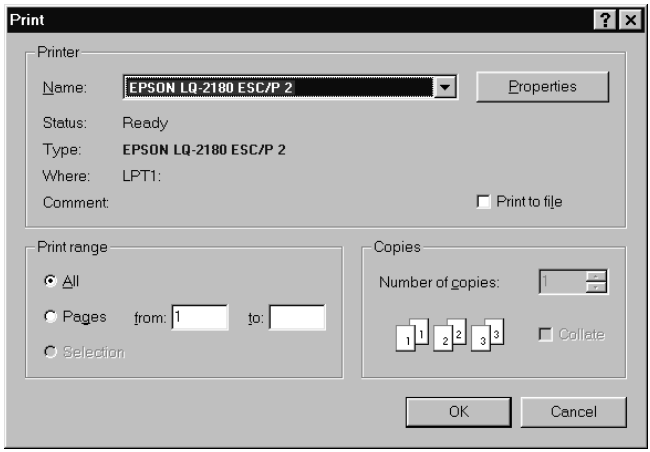
Note:
While many Windows applications override the settings made with the printer driver, some do not; so you must verify that the printer driver settings match your requirements.

Accessing the printer driver from Windows applications

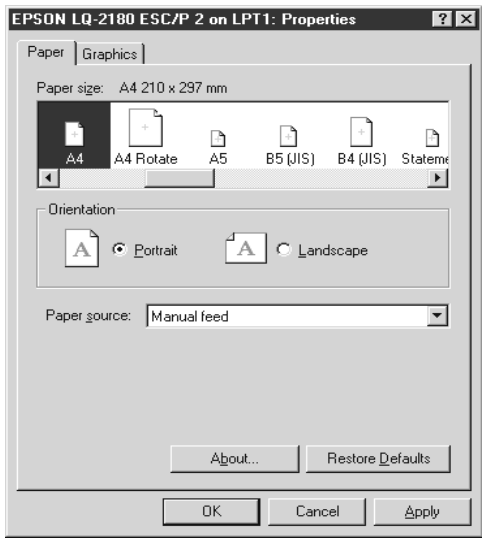
To access the printer driver from a Windows application, follow the steps below.

Note:
The steps below provide general guidelines on accessing the printer driver. How you access the printer driver may differ depending on your application. See your application manual for details.

1. Select Print Setup or Print from the File menu of your application software. The Print or Print Setup dialog box appears.



2. Make sure that your printer is selected and then click Printer, Setup, Properties, or Options. (You may need to click a combination of these buttons.) The Properties window appears, and you see the Paper and Graphics menus. These menus contain the printer driver settings.



3. To view a menu, click the corresponding tab at the top of the window. See "Printer driver settings overview," below for detailed information about the settings.

Accessing the printer driver from the Start menu

To access the printer driver from the Start menu, follow these steps:

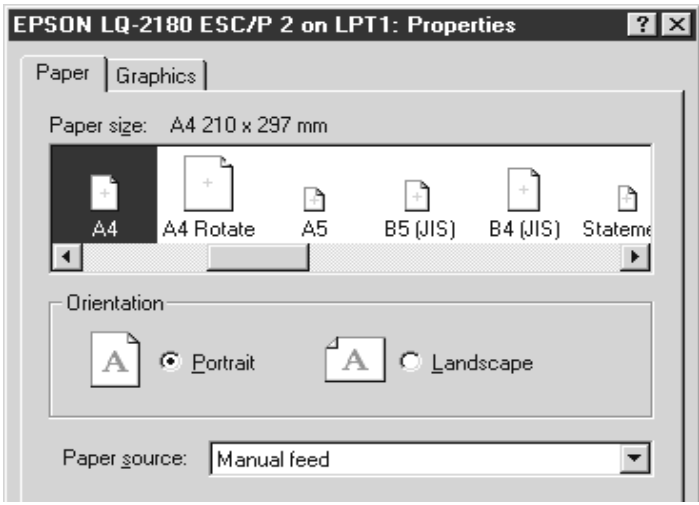
1. Click the Start button, and then point to Settings.
2. Click Printers.
3. Right-click your printer icon, and click Properties. The screen displays the Properties window, which contains the Paper and Graphics menus. These menus provide the printer driver settings.
4. To view a menu, click the corresponding tab at the top of the window. See the next section for detailed information about the printer driver settings.

Printer driver settings overview

Your printer driver has two menus: Paper and Graphics. The printer driver settings on each of these menus are described below. To open the menus, see the previous sections on accessing the printer driver.

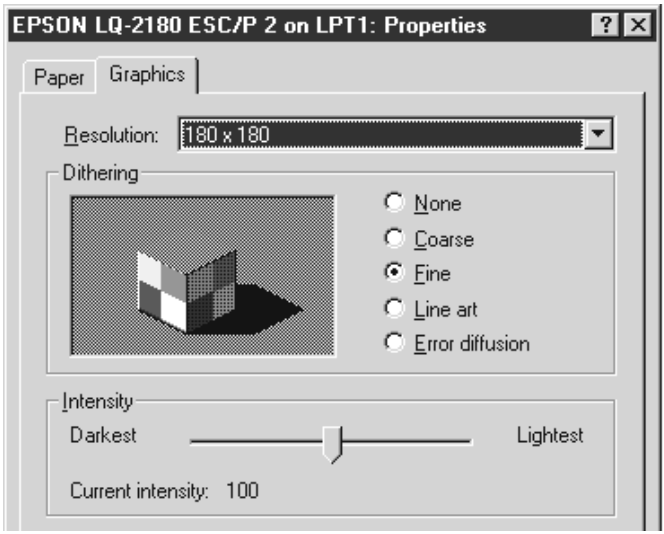
When you finish making your printer driver settings, click OK to apply the settings, or click Restore Defaults to return the settings to their previous values.

Paper menu



- ❏ Paper size — Select the size of the paper you want to use. If you don't see your paper size, use the scroll bar to scroll through the list. If your paper size is not included in the list, click Custom and enter the paper size in the dialog box that appears.
- ❏ Orientation — Select Portrait or Landscape.
- ❏ Paper source — Click the paper source you want to use.

Graphics menu



- ❏ Resolution — Click the printing resolution you want. The higher the resolution you select, the more detailed your printout will be; however, increasing the resolution slows printing.
- ❏ Dithering — You can leave this option set to Fine, which is the default setting, or select another dithering pattern depending on the kind of printout you want. The display to the left of the dithering options shows the effect of your setting.
- ❏ Intensity — Move the slider to make your printout lighter or darker.

Once you've checked your printer driver settings and changed them if necessary, you are ready to print with continuous paper as described in Chapter 2, or with single sheets as described in Chapter 3.

Using the Printer Driver With Windows 3.1

There are two ways to access the printer driver: from your Windows applications or from the Control Panel. When you access the printer driver from a Windows application, any settings you make apply only to the application you are using. See "Accessing the printer driver from Windows applications," below. When you access the printer driver from the Control Panel, the printer driver settings you make apply to all your applications. See "Accessing the printer driver from the Control Panel," on page 4-10. To check and change printer driver settings, see "Printer driver settings overview" on page 4-10.

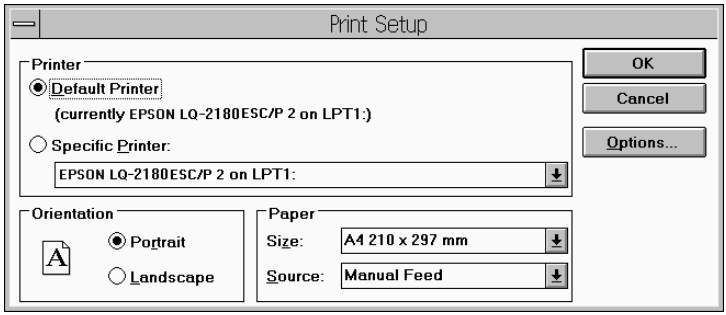
Note:
While many Windows applications override the settings made with the printer driver, some do not; so you must verify that the printer driver settings match your requirements.

Accessing the printer driver from Windows applications

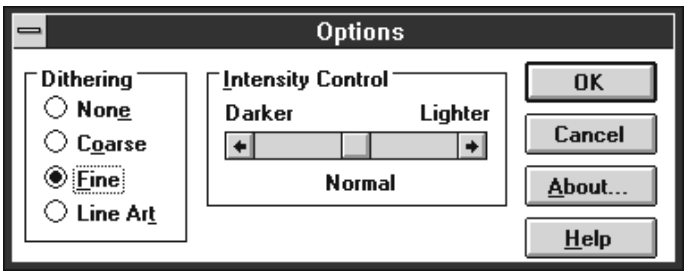
To access the printer driver from a Windows application, follow the steps below.

Note:
The steps below provide general guidelines on accessing the printer driver. How you access the printer driver may differ depending on your application. See your application manual for details.

1. Select Print Setup or Print from the File menu of your application software. The Print or Print Setup dialog box appears. See “Printer driver settings overview” on the next page for detailed information about the settings in this dialog box.



2. Make sure that your printer is selected and then click Printer, Setup, or Options. (You may need to click a combination of these buttons.) The Options dialog box appears. See page 4-10 for detailed information about the settings in this dialog box.



Accessing the printer driver from the Control Panel

To access the printer driver from the Control Panel, follow these steps:

1. In the Main window, double-click the Control Panel icon.
2. Double-click the Printers icon. The Printers dialog box appears.
3. Make sure your printer is highlighted, then click Setup. The Print Setup dialog box appears. To access more settings, you may need to click Options. See the next section for detailed information about the printer driver settings.

Printer driver settings overview

The printer driver settings are described below. To access the printer driver settings, see the previous sections on accessing the printer driver.

When you finish making your printer driver settings, click OK to apply the settings, or click Cancel to cancel your changes.

Print or Print Setup dialog box

- ❑ Resolution — Click the printing resolution you want. The higher the resolution you select, the more detailed your printout will be; however, increasing the resolution slows printing. This setting is available only from the Control Panel.
- ❑ Orientation — Select Portrait or Landscape. The diagram on the screen shows the orientation you select.

- ❏ Paper Size — Select the size of the paper you want to use. If you don't see your paper size, use the scroll bar to scroll through the list. If your paper size is not included in the list, click User Defined Size and enter the paper size in the dialog box that appears.
- ❏ Paper Source — Click the paper source you want to use.

Options dialog box

- ❏ Dithering — You can leave this option set to Fine, which is the default setting, or select another dithering pattern depending on the kind of printout you want.
- ❏ Intensity Control — Move the slider to make your printout lighter or darker.

Once you've checked your printer driver settings and changed them if necessary, you are ready to print with continuous paper as described in Chapter 2, or with single sheets as described in Chapter 3.

Using the Printer Driver With Windows NT 4.0

There are two ways to access the printer driver: from your Windows applications or from the Start menu. When you access the printer driver from a Windows application, any settings you make apply only to the application you are using. See "Accessing the printer driver from Windows applications," below. When you access the printer driver from the Start menu, the printer driver settings you make apply to all your applications. See "Accessing the printer driver from the Start menu," on page 4-14. To check and change printer driver settings, see "Printer driver settings overview" on page 4-14.

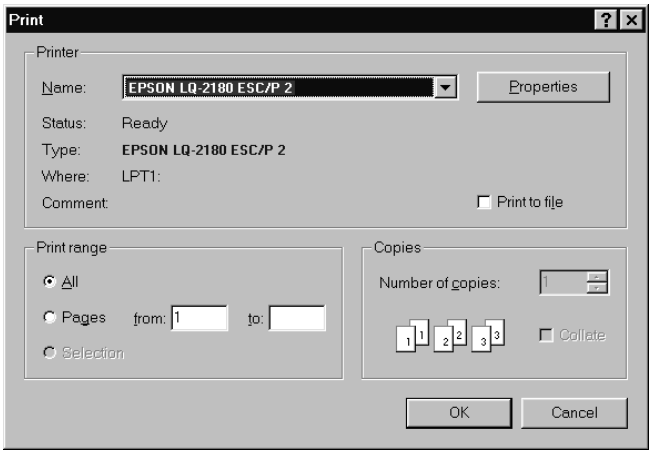
Note:
While many Windows applications override the settings made with the printer driver, some do not; so you must verify that the printer driver settings match your requirements.

Accessing the printer driver from Windows applications

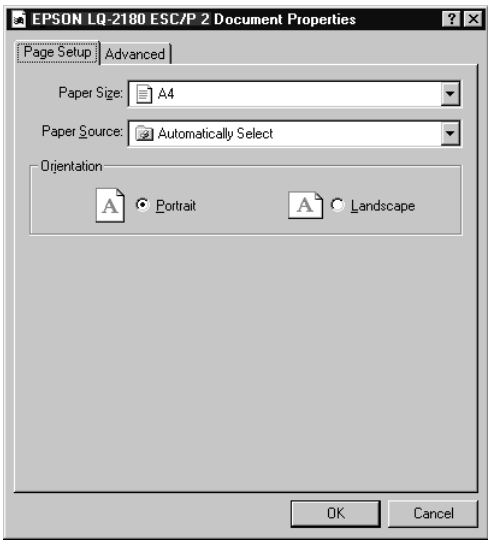
To access the printer driver from a Windows application, follow the steps below.

Note:
The steps below provide general guidelines on accessing the printer driver. How you access the printer driver may differ depending on your application. See your application manual for details.

1. Select Print Setup or Print from the File menu of your application software. The Print or Print Setup dialog box appears.



2. Make sure that your printer is selected and then click Printer, Setup, Properties, or Options. (You may need to click a combination of these buttons.) The Document Properties window appears, and you see the Page Setup and Advanced menus. These menus contain the printer driver settings.



3. To view a menu, click the corresponding tab at the top of the window. See "Printer driver settings overview," below for detailed information about the settings.

Accessing the printer driver from the Start menu

To access the printer driver from the Start menu, follow these steps:

1. Click the Start button, and then point to Settings.

2. Click Printers.

3. Right-click your printer icon, and click Document Defaults. The screen displays the Default Document Properties window, which contains the Page Setup and Advanced menus. These menus provide the printer driver settings.

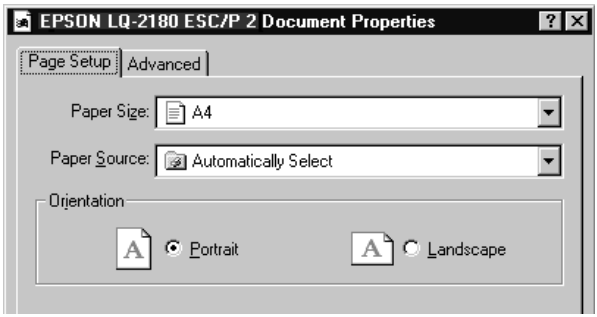
4. To view a menu, click the corresponding tab at the top of the window. See the next section for detailed information about the printer driver settings.

Printer driver settings overview

Your printer driver has two menus: Page Setup and Advanced. The printer driver settings on each of these menus are described below. To open these menus, see the previous sections on accessing the printer driver.

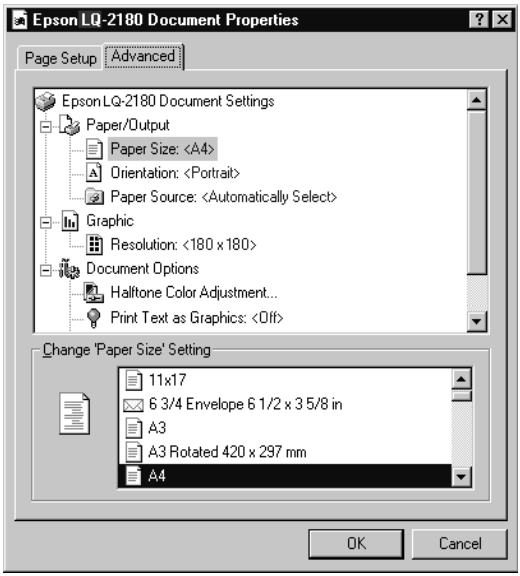
When you finish making your printer driver settings, click OK to apply the settings, or click Cancel to cancel your changes.

Page Setup menu



- ❏ Paper Size — Select the size of the paper you want to use from the Paper Size list.
- ❏ Paper Source — Select the paper source you want to use from the Paper Source list.
- ❏ Orientation — Select Portrait or Landscape.

Advanced menu



❑ Paper/Output	Check the Paper Size, Orientation, and Paper Source settings you made on the Page Setup menu and change them if necessary. Select the setting and then choose an option from the Change Setting list box.
❑ Graphic	Select Resolution and then choose the printing resolution from the Change Setting list box. The higher the resolution you select, the more detailed your printout will be; however, increasing the resolution slows printing.
❑ Document Options	Double-click Halftone Color Adjustment to open the Halftone Color Adjustment dialog box. Click Print Text as Graphics or Metafile Spooling and select On or Off in the Change Setting list box.

Once you've checked your printer driver settings and changed them if necessary, you are ready to print with continuous paper as described in Chapter 2, or with single sheets as described in Chapter 3.

Using the Printer Driver With Windows NT 3.5x

There are two ways to access the printer driver: from your Windows applications or from the Control Panel. When you access the printer driver from a Windows application, any settings you make apply only to the application you are using. See "Accessing the printer driver from Windows applications," below. When you access the printer driver from the Control Panel, the printer driver settings you make apply to all your applications. See "Accessing the printer driver from the Control Panel," on page 4-19. To check and change printer driver settings, see "Printer driver settings overview" on page 4-20.

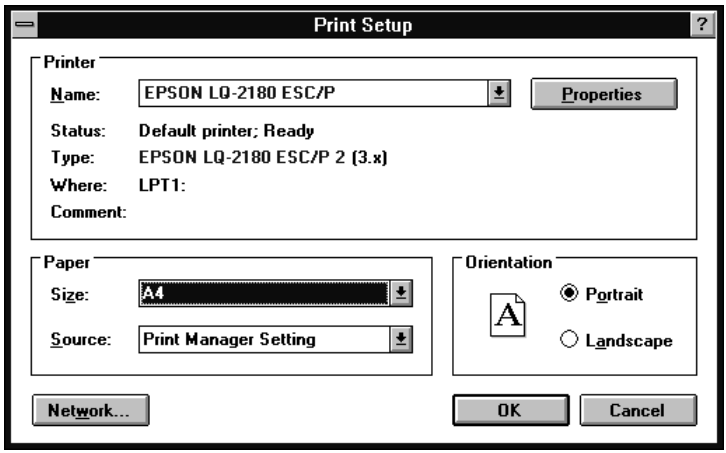
Note:
While many Windows applications override the settings made with the printer driver, some do not; so you must verify that the printer driver settings match your requirementes.

Accessing the printer driver from Windows applications

To access the printer driver from a Windows application, follow the steps below.

Note:
The steps below provide general guidelines on accessing the printer driver. How you access the printer driver may differ depending on your application. See your application manual for details.

1. Select Print Setup or Print from the File menu of your application software. The Print or Print Setup dialog box appears.



2. Make sure that your printer is selected and then click Printer, Setup, Properties, or Options. (You may need to click a combination of these buttons.) The screen displays the Document Properties dialog box, which contains the Form and Orientation printer driver settings. See “Printer driver settings overview” on the page 4-20 for detailed information about these settings.